



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, California 90813

MAY 15, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Stacey Lewis, Chairperson
Linda Vaughan, Vice-Chairperson
Terry Ulaszewski, Member

Present _____
Present _____
Present _____

3. PRELIMINARY

3.1 Pledge of Allegiance to the Flag

3.2 Introduction of Guests

4. HEARING OF PUBLIC TESTIMONY AND QUESTIONS
FROM THE FLOOR ON ITEMS NOT LISTED ON AGENDA

5. REPORT FROM THE EXECUTIVE OFFICER

6. HEARINGS

None

7. MINUTES

7.1 Approval of Minutes for May 1, 2014

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246

Action

8.2 Revision to the Rules and Regulations of the
Classified Service, Chapter XII (Second Reading)

Discussion/Action

8.3 Appeal of Disqualified Applicant

Restricted Action

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.3.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.B

Action

10. OTHER ITEMS

10.1 Adoption of Resolution Regarding Classified Employee Week

Action

10.2 Presentation of Personnel Commission Employee of the Year

Information

11. The next regular scheduled meeting of the Personnel Commission will be held on May 29, 2014 at 8:15 a.m. in the Testing Room of the Personnel Commission Office at 999 Atlantic Avenue, Long Beach, California.

12. CLOSED SESSION

13. ADJOURNMENT

ACCESS TO PUBLIC DOCUMENTS

Public records related to the open session agenda, that are distributed to the Personnel Commission members less than 72 hours prior to a regular meeting, may be inspected by the public at the Personnel Commission Office, 999, Atlantic Avenue, Third Floor, Long Beach, CA 90813, during regular business hours (Monday through Thursday, 8:00 a.m. to 4:40p.m.).

Persons requiring accommodation in order to view the agenda or participate in the meeting, may make the request for accommodation to the Executive Officer, Personnel Commission at 562-435-5708 at least 24 hours in advance of the meeting pursuant to Government Code 54954.2 (a) 1.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Minutes for May 1, 2014

PAGES: 7.1.1 – 7.1.5

Date: May 15, 2014

Reason for
Consideration: Action

Testing Room
Personnel Commission Office
999 Atlantic Avenue, Third Floor
Long Beach, CA 90813

Chairperson Linda Vaughan called the meeting of the Personnel Commission to order at 8:15 a.m. and led the Commissioners, staff and audience in the pledge of allegiance.

COMMISSION MEMBERS PRESENT

Linda Vaughan, Chairperson
Stacey Lewis, Vice-Chairperson
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Damaris Padilla, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President – Unit A and Barry Bartlett, Purchasing and Contracts Director.

**HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA**

HEARING OF PUBLIC TESTIMONY AND
QUESTIONS FROM THE FLOOR ON
ITEMS NOT LISTED ON THE AGENDA

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Dr. Gail McMahon, Executive Officer, asked staff to provide the Commission an update of their unit activities.

Susan Learning, Personnel Analyst, provided the Commission a brief update on the activities of the Child Care and Instructional job family study. Ms. Learning reported once she has completed the focus group meetings she will begin writing the class specifications.

Ms. Learning also reported the updated salary schedules which reflect the recent 3% increase can be found on the Personnel Commission website. Ms. Learning gave Kudos to Lucien Cadranel, Senior Systems Analyst and Information Services for their assistance in setting up a query for the salary schedule data.

Dale Culton, Certification Services Manager, reported he met with Student Evaluation Technicians to review the layoff process as they have been informed their positions will be abolished due to funding. Mr. Culton also reported, Nutrition Services has agreed to be a test site for online certification through the NEOGOV applicant tracking system.

Executive Officer McMahon reported the recruitment activities continue to be very high. Associate Personnel Analyst Maria Braunstein stated there are approximately 13 recruitments in the planning stages and several in the testing phase.

MINUTES

MINUTES

The Commission approved the minutes of the April 17, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion.

The motion carried with Commissioner Ulaszewski and Chairperson Vaughan voting aye.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

The Personnel Commission acted to approve the following classification recommendation per Education Code 45256 and according to Personnel Commission Rules. It was moved by Commissioner Ulaszewski and seconded by Chairperson Vaughan to discuss the classification recommendations. It was asked how many employees are supervised by this position and if anyone else could perform duties in the absence of the supervisor. Ms. Learning stated three employees are supervised by the School Safety Operations Supervisor and the duties of the scheduling could be performed by the School Safety Supervisors in her absence. Ms. Valeeta Pharr, CSEA Chapter 2 President, shared her concern with the number of supervisors in the School Safety department. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Lewis to approve the classification recommendations.

The motion carried. The vote was unanimous with all three members participating in the vote.

CREATE A NEW CLASSIFICATION

School Safety Operations Supervisor

ALLOCATE A CLASSIFICATION

School Safety Operations Supervisor
Salary Range 35 (S1)

RECLASSIFY AN EXISTING POSITION

<u>Name</u>	<u>Position</u>
Monica Sinsabaugh	From: Emergency Preparedness Program Supervisor To: School Safety Operations Supervisor

ABOLISH A CLASSIFICATION

Emergency Preparedness Program Supervisor
Salary Range 35 (S1)

ABOLISH A CLASSIFICATION

Maintenance Mechanic (grandfathered classification) Class Code 0212

**MEETING DATES OF THE PERSONNEL
COMMISSION FOR 2014 – 2015**

MEETING DATES OF THE PERSONNEL
COMMISSION FOR 2014 - 2015

It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Lewis to approve the Personnel Commission dates for 2014-2015. The motion was carried and approved. The vote was unanimous with all three members participating in the vote.

Dates for 2014-2015 Personnel Commission meetings. All meetings are held on Thursdays at 8:15 a.m. at the Personnel Commission Office.

2014

July 10
July 24

August 7
August 21

September 4
September 18

October 2
October 16
October 30

November 13

December 11

2015

January 8
January 22

February 5
February 19

March 5
March 19

April 2
April 16
April 30

May 14
May 28

June 11
June 25

REVISION OF RULES AND REGULATIONS

Commissioner Ulaszewski made a motion to discuss the first reading of the Rules and Regulations of the Classified Service, Chapter XII. Vice-Chairperson Lewis seconded the motion. The commissioners asked the Executive Officer to review the following terms, physical disability, paternity leave and domestic peace corps to assure these are currently accepted phrases. They also asked to have California Family Rights Act (CFRA) listed as a type of leave. Commissioner Ulaszewski gave kudos to Dr. McMahon for her work on the revision of the Rules and Regulations of the Classified Service. A second reading and action is scheduled for May 15, 2014.

BULLETINS

BULLETINS

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Vice-Chairperson Lewis to ratify the bulletins. Commissioner Ulaszewski seconded the motion.

The motion carried. The vote was unanimous with all three members participating in the vote.

Administrative Coordinator – Construction	Dual	14-0096-5187
Assistant Purchasing and Contracts Director	Dual	14-0095-0777
Human Resources Technician	Dual	14-0097-3352
Nutrition Services Worker	Dual	14-0103-5068

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.B, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Chairperson Vaughan.

The motion carried. The vote was unanimous with all members present participating in the vote. The following eligibility lists were approved.

Administrative Secretary –

Bilingual Spanish	Promotional	14-0089-5140
List Valid: 04/30/14 -04/30/15		
Total applications received: 17	Total invited to exam: 15	
No. Passed: 7	No. Failed: 5	No. Withdrew:3
		No. Screened Out: 2

Instructional Aide – Deaf/

Hard of Hearing	Dual	14-0090-3272
List Valid: 4/28/14 – 4/28/15		
Total applications received: 5	Total invited to exam: 2	
No. Passed: 1	No. Failed: 0	No. Withdrew: 1
		No. Screened Out: 3

Instructional Aide – Special

	Open/Continuous	14-0070-0448
List Valid: 5/01/14 – 5/01/15		
Total applications received: 119	Total invited to exam: 60	
No. Passed: 23	No. Failed: 10	No. Withdrew: 27
		No. Screened Out: 59

ANNUAL ELECTION OF
PERSONNEL COMMISSION OFFICERS

ANNUAL ELECTION OF
PERSONNEL COMMISSION OFFICERS

Personnel Commission Rule 2.1.A states that "the Commission shall elect one of its members as Chairperson and another as Vice-chairperson at the first meeting of each May." In accordance with this rule, the Commission elected Stacey Lewis to serve as Chairperson and Linda Vaughan as Vice-Chairperson.

OTHER ITEMS

OTHER ITEMS

Ms. Pharr announced, Ericka Emery, Human Resources Technician has been selected as the recipient of a \$1,000 scholarship from CSEA toward her education.

Vice-Chairperson Lewis thanked everyone for getting the word out for the summer intern program at the Port of Long Beach announcing over 600 applications were received for the 25 intern positions. Ms. Lewis announced the Port of Long Beach is offering harbor tours. To sign up for a tour visit www.polb.com.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 15, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 8:51 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahan

Gail McMahan, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 8.1.1 – 8.1.11

Date: May 15, 2014

Reason for
Consideration: Action

One of the specific requirements of Education Code 45256 is that "the Commission shall classify all employees and positions within the jurisdiction of the governing board or of the Commission, except those that are exempt from the classified services as specified..." In accordance with the Personnel Commission Rules, staff submits the attached classification recommendation for the consideration of the Commission.

REVISIONS TO CLASS SPECIFICATIONS

PAGE

Energy Conservation Manager

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Energy Conservation Specialist

8



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

May 8, 2014

TO: Personnel Commission
FROM: Executive Officer, Personnel Commission and Classified Employment
SUBJECT: Revisions to Class Specifications

Background and Findings

Recent recruitment efforts for the Energy Conservation Specialist classification yielded an extremely limited pool of qualified applicants. Staff worked with the Maintenance Director to broaden the education and experience requirements to attract a larger pool of applicants.

The experience requirement of one year was lowered to "some" in an attempt to capture individuals who may have a degree but limited experience. In addition, energy conservation experience may now be substituted for the bachelor's degree on a year-for-year-basis.

The Working Environment and Physical Demands sections of the description were updated to reflect that incumbents will be working at heights, on rooftops, attics and ladders when visiting sites. These sections were also updated on the Energy Conservation Manager classification description for consistency.

Attached is a copy of the revised description showing proposed deletions annotated with strikethroughs and additions underlined.

Recommendations

Staff recommends the Personnel Commission:

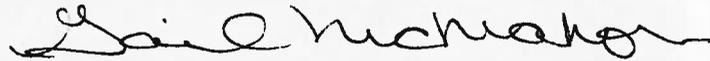
1. Adopt the revised class specifications for the classifications of:
 - Energy Conservation Manager
 - Energy Conservation Specialist

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer



PERSONNEL COMMISSION

Class Code: 5037
Salary Range: 42 (M2)

ENERGY CONSERVATION MANAGER

JOB SUMMARY

Under direction, plan, coordinate and direct the energy management program of the District including monitoring energy consumption and the development of measures of accountability; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Develop a plan to communicate and publicize energy conservation to District employees and students through special meetings, site visits, media opportunities and bulletins. **E**
- Advise and provide recommendations regarding available energy saving measures and alternate energy sources to senior administrators, maintenance and facility planning personnel. **E**
- Provide energy conservation input on capital projects and purchase of products and materials affecting energy consumption. **E**
- Prepare estimates and budget allotments for efficient energy utilization for District facilities and sites. **E**
- Maintain or supervise the maintenance of records on District energy and water consumption; maintain records of federal energy grants received by the District; insure that the District participates in available rebate programs. **E**
- Perform "walk-throughs" of District facilities to analyze the operation of energy systems; meet with school administrators and plant supervisors to assist on the implementation of energy saving practices and measures such as reading meters on the same date as utility companies; provide feedback to site personnel on the facilities' energy consumption. **E**
- Organize and implement energy savings and cost savings for sites such as summer shutdowns, setback program for weeknights, weekends, holidays and other periods of site inactivity. **E**
- Develop and maintain contact with federal and state agencies regulating and overseeing energy consumption; monitor state and national energy policy trends. **E**
- Assure the District is on the appropriate utility rate schedule and utility billings are correct. **E**

- Coordinate and assist facility planning and maintenance personnel on the installation, repair and operation of energy equipment and systems including computerized energy management systems. *E*
- Prepare reports on energy conservation program status and activities; compile data and prepare charts, graphs and make recommendations based on findings. *E*
- Attend in-services regarding energy management and conservation. *E*
- Supervise and evaluate the performance of assigned staff. *E*
- Report safety hazards observed at sites to maintenance branch personnel. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Energy Conservation Manager analyzes energy systems and District energy consumption. An incumbent designs and oversees implementation of a program of energy conservation that District staff and students can understand and practice in their daily activities. An incumbent works closely with and advises District facility planning and maintenance personnel on energy system replacement and installation. An incumbent communicates with personnel at all levels in the District in promoting and encouraging energy awareness across the District.

EMPLOYMENT STANDARDS

Knowledge of:

Objectives and organization of an energy management program.
Working knowledge of the operations and structure of energy systems.
Communication techniques and technologies.
Laws, ordinances and regulations governing energy utilization.
Basic techniques of data analysis and report preparation.
Office equipment, personal computer and related training equipment.
Principles and practices of administration, supervision and training.
Public speaking techniques.

Ability to:

Perform mathematical calculations such as addition, subtraction, multiplication, and division using a calculator to calculate loads.
Compile statistical data and prepare tables, charts and graphs.
Analyze energy and water consumption data.
Conduct meetings and make effective presentations.
Prepare clear and concise reports and make recommendations.

Interpret laws, codes and regulations, and their application to energy conservation.
Develop, revise and implement procedures.
Adjust to changing priorities.
Prepare and deliver oral presentations.
Operate modern office equipment such as multi-line telephone, mobile phone, personal computer and related equipment.
Supervise and evaluate the performance of others.
Establish and maintain effective relationships with others.

Education and Training:

Bachelor's degree from an accredited college or university in social sciences, business administration, public administration or a related field.

Experience:

Three years of full-time professional experience in administrative analysis, operations planning or developing and conducting training programs, preferably including one year assisting in the administration or coordination of an energy conservation program or activities.

Two years of additional energy conservation experience may be substituted for two years of the required education.

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License is required at the time of appointment; use of a personal automobile is required in the performance of the work.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

An incumbent will be required to work an irregular schedule that includes early and late hours, weekends and holidays.

WORKING ENVIRONMENT

Offices, classrooms, auditoriums, school plant facilities, basements, rooftops, attics and laboratories.

Working in cramped or restrictive work chambers such as mechanical rooms.

Drive a District vehicle to conduct site visits.

~~Indoors: offices, classrooms, auditoriums, school plant facilities and laboratories.~~

~~Outdoors at school sites at storage areas and building exteriors.~~

~~Drive a vehicle to conduct site visits.~~

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Seeing to review and analyze reports, documents or other records.

Hearing and speaking to exchange information in person, deliver oral presentations or communicate on the telephone.

Climbing stairs, ramps and ladders to analyze facilities.

~~Climbing stairs and ramps.~~

Walking or standing for extended periods of time.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of one year during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: November 21, 2002

Revised:



PERSONNEL COMMISSION

Class Code: 5175
Salary Range: 31 (C2)

ENERGY CONSERVATION SPECIALIST

JOB SUMMARY

Under direction, monitor and implement the energy management program of the District including energy consumption and assisting in the development of measures of accountability; perform related duties as assigned.

EXAMPLES OF DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

- Monitor and implement the energy management program of the District including energy consumption and assisting in the development of measures of accountability. *E*
- Conduct walk-throughs of District facilities to analyze and audit the operation of energy systems; meet with school administrators and plant supervisors to assist with the implementation of energy saving practices and measures such as reading meters on the same date as utility companies; provide feedback to site personnel on the facilities' energy consumption and load management. *E*
- Implement energy savings and cost savings for sites such as summer shutdowns, setback program for weeknights, weekends, holidays and other periods of site inactivity. *E*
- Participate in developing methods to communicate and publicize energy conservation to District employees and students through special meetings, site visits, media opportunities and bulletins. *E*
- Advise and provide recommendations regarding available energy saving measures and alternate energy sources to administrators, maintenance and facility planning personnel. *E*
- Provide energy conservation input on capital projects and purchase of products and materials affecting energy consumption. *E*
- Estimate efficient energy utilization for District facilities and sites. *E*
- Participate in the preparation and maintenance of records on District energy and water consumption; maintain records of federal energy grants received by the District; assure that the District participates in available rebate programs. *E*
- Communicate with federal and state agencies regulating and overseeing energy consumption; monitor state and national energy policy trends. *E*
- Assure the District is on the appropriate utility rate schedule and utility billings are correct. *E*

- Advise and assist facility planning and maintenance personnel on the installation, repair and operation of energy equipment and systems including computerized energy management systems. *E*
- Prepare reports on energy conservation program status and activities; compile data and prepare charts, graphs and make recommendations based on findings. *E*
- Operate a variety of office equipment including a computer and assigned software such as energy management software; drive a District vehicle to conduct work. *E*
- Attend in-services regarding energy management and conservation. *E*
- Report safety hazards observed at sites to maintenance branch personnel. *E*

Note: At the end of some of the duty statements there is an italicized "E" which identifies essential duties required of the classification. This is strictly for use in compliance with the Americans with Disabilities Act.

DISTINGUISHING CHARACTERISTICS

An Energy Conservation Specialist analyzes energy systems and District energy consumption. An incumbent monitors, implements and encourages a program of energy conservation that District staff and students can understand and practice in their daily activities. An incumbent works closely with and advises District facility planning and maintenance personnel on energy system replacement and installation. An incumbent communicates with personnel at all levels in the District to promote and encourage energy awareness across the District.

EMPLOYMENT STANDARDS

Knowledge of:

Principles, objectives, practices and organization of an energy conservation program.

Working knowledge of the operations and structure of energy systems.

Methods used in energy conservations audits.

Load management technologies.

Laws, ordinances and regulations governing energy utilization.

General techniques of data analysis and report preparation.

Office equipment including a computer and assigned energy conservation management software.

Public speaking techniques.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.

Ability to:

Monitor, implement and encourage a program of energy conservation.

Conduct audits of District facilities to analyze the operation of energy systems.

Provide recommendations regarding available energy saving measures and alternate energy sources.

Interpret, apply and explain laws, codes and regulations related to energy conservation.
Implement energy savings and cost savings procedures.
Compile statistical data and prepare tables, charts and graphs.
Analyze energy and water consumption data.
Perform mathematical calculations such as addition, subtraction, multiplication, and division using a calculator to calculate loads.
Conduct meetings and make effective presentations.
Prepare clear and concise reports and make recommendations.
Adjust to changing priorities.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Operate office equipment including a computer and assigned energy conservation management software.
Work independently with little direction.
Prepare and deliver oral presentations.

Education and Training:

Bachelor's degree in energy management, social sciences, business administration, public administration or a related field.

Experience:

~~One year of~~Some experience participating in the coordination or implementation of an energy conservation program and related activities.

~~Two years of a~~Additional energy conservation experience may be substituted for up to four years of the required education on a year-for-year basis, if proof of graduation from high school or equivalent is provided at time of application. ~~two years of the required education.~~

Any other combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered.

SPECIAL REQUIREMENTS

Possession of a valid California Class C Driver's License is required at the time of appointment.

An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

An incumbent will be required to work an irregular schedule that includes early and late hours, weekends and holidays.

WORKING ENVIRONMENT

~~Indoors: o~~Offices, classrooms, auditoriums, school plant facilities, basements, rooftops, attics and laboratories.

Working in cramped or restrictive work chambers such as mechanical rooms.

~~Outdoors at school sites at storage areas and building exteriors.~~

Drive a District vehicle to conduct site visits.

PHYSICAL DEMANDS

Dexterity of hands and fingers to operate office equipment.

Seeing to review and analyze reports, documents or other records.

Hearing and speaking to exchange information in person, deliver oral presentations or communicate on the telephone.

~~Climbing stairs and~~ ramps and ladders to analyze facilities.

Walking or standing for extended periods of time.

Sitting for extended periods of time.

AMERICANS WITH DISABILITIES ACT

Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

APPOINTMENT

In accordance with Education Code Section 45301, an employee appointed to this class must serve a probationary period of six months during which time an employee must demonstrate at least an overall satisfactory performance. Failure to do so shall result in the employee's termination.

PCA: June 6, 2013

Revised:

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Revisions to the Rules and Regulations of the Classified Service, Chapter XII (Second Reading)

PAGES: 8.2.1- 8.2.17

Date: May 15, 2014

**Reason for
Consideration:** Discussion

One of the specific requirements of Education Code 45260 is that "The Commission shall prescribe, amend and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness." In accordance with the Personnel Commission Rules, staff submits the attached revision, for the second reading and action.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter XII (Second Reading)

2

CHAPTER XII
ABSENCE FROM DUTY

12.1 ILLNESS OR INJURY LEAVE

A. **CURRENT SICK LEAVE BALANCE.** Every full time probationary and permanent employee in a paid status shall be allowed full pay for absence caused by personal illness or personal incapacity. Every classified employee shall accrue sick leave at a rate of .051 per hour in paid status, excluding overtime as follows:

260-day employees	106.49 hours per year
217-day employees	88.54 hours per year
204-day employees	83.23 hours per year
200-day employees	81.60 hours per year

Other eligible employees shall be entitled to a proportionate allowance according to assignment.

1. Each employee who receives an initial appointment after July 1 shall be credited as of the date of his/her appointment with the number of days proportional to the remainder of his/her assigned work year.
2. An employee serving an initial probationary period shall not be eligible to be paid for more than half the days of full pay provided for illness until the first day of the pay period after completion of 130 days of paid service in a regular assignment.
3. Thereafter, as long as he/she remains a regular employee, he/she will be credited annually with the number of full-pay illness days provided for his/her assignment year.
4. The employee who does not complete the year of service after the July 1 yearly grant of sick leave according to his/her assignment shall have the sick leave balance reduced proportionally to the number of days to the date of his/her departure from the district. If this adjustment results in an overpayment, that shall be handled as prescribed.

B. **UNLIMITED ACCUMULATION OF LEAVE ALLOWANCE.** There shall be no limit to the year-to-year accumulation of unused days for full-pay illness leave. An employee will have available seven (7) days of personal necessity leave per year, a maximum of four (4) of which may be used for compelling personal reasons.

Reference: California Education Code 45207

C. **CUMULATIVE SICK LEAVE USE SUBJECT TO PROOF.** All employees are to report absences to their worksite prior to the beginning of their regularly scheduled workday. When any illness leave is used by an employee, the employee must complete "Certificate of Absence" form. The form is to be completed and signed by the employee

upon return from illness leave and submitted to the appropriate manager/supervisor for signature. Upon request, the employee shall receive a copy of the completed "Certificate of Absence" form. The District may require evidence of facts relevant to any illness leave for which there exists the suspicion of possible abuse of such leave.

- D. **SICK LEAVE RECORDS AND INSPECTION.** Complete records for each classified employee shall be maintained showing the number of days sick leave accumulated by each employee and the number of days sick leave annually used by each employee. Each employee's record will be open to his/her inspection.
- E. **NO SICK LEAVE WHILE ON LEAVE OR LAY-OFF.** Lay-off or leave of absence without pay shall not be considered an interruption of continuous service, but no illness leave shall be allowed while an employee is in a non-paid status.
- F. **REPORTS REQUIRED UPON RETURN AFTER ILLNESS OR ACCIDENT.** Each employee absent from duty on account of illness or accident shall submit a health report as follows:
 - 1. **ABSENCE LESS THAN FIVE MONTHS**
 - a. The employee on sick leave must report his/her intention to return from absence directly to the worksite prior to the end of the workday before return to service. The deadline for reporting such intent to return from absence will be determined and communicated to employees in writing by each site manager. In incidents in which the employee has not notified the worksite in a timely manner and reports to work when a replacement substitute has been assigned to work, the employee shall be charged with appropriate (sick, vacation, personal, etc.) leave for the day and the substitute shall be paid.
 - b. Employees who have been absent from duty because of serious illness or a serious accident for a period of less than four weeks, employees who have been absent from duty for a period of four weeks or more, not exceeding five school months, and employees who have suffered serious illness or incurred a serious injury during periods during which they were not normally assigned shall submit a health report for approval before continuing service.
 - 2. **ABSENCE EXCEEDING FIVE MONTHS.** Employees who have been absent from duty on account of illness for a period of more than five months, or who have been granted a leave of absence in excess of five months, shall submit a health report for approval before reporting for or continuing service.
 - 3. **RETURN FROM MILITARY SERVICE.** Employees returning from a leave of absence for military service exceeding two calendar months, shall submit a health report before reporting for duty.

4. **HEALTH REPORT REQUIRED AT ANY TIME.** The Superintendent of Schools or his/her designee may require and direct any employee to obtain a health report at district expense should it appear to be necessary for the best interest of the school district.
 5. **HEALTH REPORTS MADE.** The report of the examining physician shall be made to Human Resource Services on the required form and shall include a reply to all items listed therein.
 6. **SPECIAL HEALTH EXAMINATION REQUIRED.** The Superintendent of Schools or his/her designee may require any employee who has been permitted to return to duty under the terms of this Rule and who is again absent by reason of illness or accident during the same calendar year for a period of one month or more, to report to Human Resource Services for a health examination.
 7. **ABSENCES - UNAVAILABLE PHYSICIAN.** When an employee, required to report to a designated physician as specified, is unable to secure an appointment within a reasonable period of time (i.e., due to vacation or extended illness of the physician, etc.) section F.4 of this Rule shall apply.
- G. **SICK LEAVE DONATION PROGRAM.** All Classified employees are eligible to participate in the District's Sick Leave Donation Program as provided for in California Education Code 44043.5 and collective bargaining contract provisions.

12.2 HEALTH EXAMINATIONS

Periodical health examinations may be required of all employees or any group of employees. The Superintendent of Schools is authorized to formulate detailed procedures for the administration of these examinations.

Any classified employee shall be required to report for health examination to the Physician Services or to a physician designated by the Board of Education when, in the judgment of the Department Head the apparent health condition of the employee warrants it. If the report of the physician shows the employee is in unfit condition to perform his duties, the employee may be required to absent himself until able to perform his duties properly, in which case he may be granted his regular unexpired sick leave.

12.3 MINIMUM PAYMENT WHILE ON STATUTORY LEAVE

All classified employees who have established regular status with the district, who are absent from duty because of personal illness or injury, and who have exhausted their full pay illness allowance leave, shall be eligible for 100 days of half salary sick leave per fiscal year. A classified employee shall be eligible to request statutory leave when all other available leaves have been exhausted. The employee shall submit a form to the Superintendent requesting statutory leave which includes a statement from a physician stating that he/she is unable to work. The form shall be sent to the Physician Services for approval after which the employee shall be

eligible for statutory leave as prescribed in the Education Code. No written request or physician's statement is necessary for statutory leave for four consecutive working days or less. Before an employee's statutory leave ends, the employee shall indicate his/her intentions about returning to work. If unable to return, he/she shall (a) apply for a leave of absence without pay to start not later than the end of the statutory leave, (b) terminate services by resignation, or (c) request retirement, if eligible.

Reference: California Education Code Section 45196

12.4 MATERNITY LEAVE

A leave of absence for ~~pregnancy or convalescence following child birth~~ ~~maternity~~ shall be granted for the period of time that the employee is physically unable to perform the duties required of her position, but for not to exceed one year. Leave benefits shall be allowed for the period of ~~physical~~ ~~pregnancy~~ disability provided the dates of disability are certified by the employee's physician. The employee may, at her request, use current, accumulated, and statutory sick leave benefits as provided by Sections 12.1 and 12.3, or may request leave without pay. Should current, accumulated, and statutory sick leave benefits be exhausted within the period of ~~physical~~ ~~pregnancy~~ disability, the remaining time that the employee continues on maternity leave shall be in a leave without pay status. Additional leave without pay may be granted prior to or following the period of ~~physical~~ disability as provided by Section 12.10.C.

The employee upon diagnosis of pregnancy, shall notify her immediate supervisor and furnish a statement from her attending physician, on a form supplied by the District, which indicates the estimated date of confinement and certifies that the employee's condition permits continued performance of all duties related to her regular assignment.

If the employee appears to be unable to continue to perform all duties related to her regular assignment at any time prior to the defined period of disability, the immediate supervisor may request a review of the period of disability as defined by the employee's physician.

The normal period of confinement following the birth of a child shall be considered to be six weeks. If the employee is able to resume performance of all duties related to her regular assignment at an earlier date or if it is necessary to extend the leave beyond six weeks, the employee shall furnish her immediate supervisor a statement from her attending physician defining her condition and the estimated length of absence. The employee shall be responsible for obtaining and furnishing the required documentation from her physician. The employee shall notify her immediate supervisor at least 30 days prior to the estimated date of return to active employment. The employee shall submit a health report as provided in Section 12.1.

Reference: California Education Code 45193

12.5 PERSONAL NECESSITY LEAVE

Probationary and permanent employees may use up to, but not in excess of, seven days of illness leave in any fiscal year in cases of personal necessity as follows:

1. Death of a member of the immediate family when additional leave is required beyond that provided in these rules.
2. Accident, involving his/her person or property or the person or property of a member of his/her immediate family.
3. Appearance in court or before administrative tribunal as a litigant party, or witness under subpoena or any order made with jurisdiction.
4. ~~Parental Leave~~ Paternity.
5. Illness in the immediate family of the employee.
6. Protection of the employee's home in the event of a natural catastrophe, such as flood, fire, or earthquake.
7. Compelling personal reasons, which are for business or other legal activity of serious and compelling personal importance that cannot be conducted before or after the workday. Employees are authorized up to a maximum of four days per fiscal year. Prior approval for the reason by the appropriate manager or supervisor is required two days prior to such leave.

Reference: California Education Code 45207

12.6 INDUSTRIAL INJURY OR ILLNESS LEAVE

- A. **PROBATIONARY AND PERMANENT EMPLOYEES ELIGIBLE.** The provisions of this section shall apply to employees who have either probationary or permanent status in the classified service.
- B. **INDUSTRIAL LEAVE ALLOWANCE.** An employee in the classified service absent from duty because of industrial injury or illness resulting from his regular assignments including authorized overtime, and qualifying under the provisions of the workers' compensation insurance law, shall be allowed for each injury or illness, full salary from the first day of absence to and including the last day of absence not to exceed 60 working days. Allowable leave under this section shall not be accumulative from year to year.
- C. **RATE OF PAYMENT FOR LEAVE.** Payment for industrial injury or illness leave on any day shall not, when added to an award granted an employee under the workers' compensation laws of this state, exceed the normal wages for the day. The normal wages for the day shall, in the case of employees paid on an hourly basis, be based on the assigned time of the employee. Night differential pay shall not be paid to an employee absent because of industrial injury or illness.

- D. **COMPENSATION AWARD.** Industrial or illness leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workmen's compensation.
- E. **USE OF OTHER LEAVES.** If an employee is still receiving workers' compensation insurance benefits after entitlement to industrial injury or illness leave is exhausted, he shall then be placed on regular sick leave, vacation leave, accumulative compensating time off, or statutory leave. If, when an employee goes on regular sick leave or other types of leave or compensating time off, he is receiving workers' compensation insurance benefits, he shall be entitled to use only so much of such other leave benefits which, when added to workers' compensation insurance benefits, provide for a normal full day's wage or salary.
- If the employee is no longer receiving workers' compensation insurance benefits, but is still unable to return to work as determined by the Physician Services, he shall then be placed on regular sick leave or other available leave as provided in this section.
- F. **REQUIRED REPORTS.** Before salary payments will be made to an employee absent because of industrial injury or illness, the required report of such an accident or illness must be on file in the Office of the Budget Control Officer.
- G. **LEAVE WITHOUT PAY.** After the expiration of paid leave as provided in this section, an employee who is unable to return to work as determined by the Physician Services, may be granted additional leave without pay for one year. Such leave may be extended for one additional year for good and sufficient cause.
- H. **SENIORITY CREDITS.** Periods of leave under this section, either paid or unpaid, shall not be considered to be a break in service of the employee and an employee while on such leave shall continue to receive seniority credit.
- I. **PLACEMENT ON REEMPLOYMENT LIST.** When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of his position, he shall, if not placed in another position, be placed on a reemployment list for a period of 39 months. When available, during the 39 month period, he shall be employed in a vacant position in the class of his previous assignment over all available candidates, except for a reemployment list established because of lack of work or lack of funds, in which case he shall be listed in accordance with appropriate seniority requirements. If an employee's former class has ceased to exist during his absence, the employee shall be assigned to a vacant position in a comparable class for which qualified. An employee who has been placed on such a reemployment list and who has been released for return to duty and who fails to accept a position in his class shall be subject to the same rules as others placed on the reemployment list.
- J. **PAYMENTS WHILE ON LEAVE.** During all paid leaves of absence as provided in this section, the employee shall endorse to the District benefit checks received under State

workers' compensation laws. The District shall issue to the employee appropriate warrants and payments of wages or salary and shall deduct normal retirement and all authorized contributions. If combined payments under this section total less than the normal full salary, as in the case of statutory leave, the employee shall not be required to endorse to the District benefit checks received under worker's compensation laws.

Reference: California Education Code 45191.45192

12.7 ABSENCE FOR JUDICIAL AND OFFICIAL APPEARANCES

- A. **ABSENCE BECAUSE OF APPEARANCE IN COURT.** A probationary or permanent employee in the classified service, other than a litigant in a case, who is necessarily absent because of his appearance before a grand jury or in court as a witness in response to a subpoena duly served, or having received a letter directing him to appear for service as a juror shall be paid his full salary during the period of such absence. In any case in which a witness fee or fee for jury duty is payable, such fee shall be collected by the employee and remitted to the school district.
- B. **NOTIFICATION OF SUBPOENA.** The employee shall immediately advise his supervisor of receiving such subpoena or letter directing him to appear for qualification for jury service and/or for jury service. In the case of a subpoena, the employee's supervisor shall immediately notify the Assistant Superintendent, Human Resource Services, and absence from work in answer to such subpoena shall be subject to the approval of the Board of Education.
- C. **EMPLOYEES' RETURN TO WORK.** Employees who are released from appearance in court as a witness or juror during any work day shall report for work for the balance of the work day as directed, allowing for reasonable travel time. If the employee's regular shift is other than a day shift, the excused employee shall be assigned to the day shift for the duration of the period of court service. The school district will pay the employee his regular salary, including shift differential pay, on those days verified by certification.
- D. **CERTIFICATION OF SERVICE REQUIRED.** Each day of necessary attendance in court or before a grand jury as a witness or a juror shall be verified. The employee shall have the court clerk or other appropriate official certify as to the dates and time of attendance as a witness or to the dates paid for jury service, and the dates called for service but excused without pay. This certification shall be filed by the employee with the person responsible for his time reporting. In cases where a time report is due prior to conclusion of appearance in court, the employee shall certify as to the days served in lieu of official certification. All such employee certification must be covered by the official certification for the entire period of such service which must be submitted to the timekeeper at the conclusion of such service.
- E. **SERVICE BY LIMITED TERM EMPLOYEES.** Employees with casual, substitute, or limited term status only may be released from their assignments by the department head

at any time, including times when such employees will be absent from work due to appearance before a court or as a witness or due to jury service.

- F. **INVOLUNTARY ABSENCE FOR PUBLIC PURPOSE.** If an employee in the regular classified service is necessarily absent in response to an official order of another governmental jurisdiction which has not been brought about through misconduct or connivance on the part of the employee, and is approved by the Board of Education, payment of salary for such necessary absence shall be made.

Reference: California Education Code 44036, 44037

12.8 ATTENDANCE AT WORKERS' COMPENSATION HEARINGS

When an injured employee of the district appeals from the decision of the State Compensation Insurance Fund in rejecting liability in his case and when, in the interest of justice and of protecting all legal rights of the injured employee, it is necessary or desirable for other district employees to attend the hearing of the appeal, they shall attend without loss of salary; provided that arrangements for their attendance shall be made by the person having charge of the district's insurance and subject to the approval of the Board of Education.

12.9 ABSENCE FOR EXAMINATIONS

1. Every employee occupying a permanent position in the classified service shall be permitted to be absent from his/her duties during working hours in order to take any examination given by the district without deduction of pay or other penalty upon giving two days' notice to his/her immediate supervisor.

Every employee taking a district promotional examination will be granted compensating time off equal to the time required to take the examination, if the examination is scheduled at a time other than during the employee's regular working hours.

2. Every employee required by the district to take a physical examination or an examination for special certification and/or commercial licenses as a condition of continued employment shall be given paid release time for such examination. The district shall pay for any such required examination. If the examination is scheduled at any time other than during the employee's regular working hours, he/she shall be granted compensating time off equal to the time it took for the examination.

12.10 LEAVE OF ABSENCE WITHOUT PAY

- A. **PURPOSES FOR LEAVES OF ABSENCE.** Leaves of absence without pay for the following purposes may be granted by the Board of Education upon recommendation of the Superintendent of Schools and in accordance with procedures established by the Superintendent:

1. Child care

2. Military service
3. Rest and recreation
4. Rest and recuperation
5. Study
6. Peace Corps service, Job Corps, ~~Domestic Peace Corps~~ Americorps, etc.
7. Work in another School District
8. Family Medical Leave Act (FMLA)
9. California Family Rights Act
9. Other reasons

B. **CONDITIONS FOR GRANTING LEAVE.** Leave of absence without pay may be granted upon filing of an application showing reasons which are deemed sufficient, subject to the following conditions:

1. An employee who has been granted a leave for 30 days or more shall complete one year of service before a second leave will be granted, except as otherwise provided in these Rules.
2. Leave of absence shall not be granted for more than twelve consecutive calendar months, with the following exceptions:
 - a. Leave of absence for military service shall be granted as provided in the Education Code and the Military and Veterans Code.
 - b. Leave of absence for Peace Corps, Job Corps, and ~~Americorp~~ Domestic Peace Corps service shall not exceed 24 consecutive calendar months.
3. Leave of absence for child care may be granted following maternity for not to exceed one year. The employee must notify the immediate supervisor at least 30 days prior to the beginning date of the leave. A satisfactory replacement must be available. In the event of adoption, a leave of absence for child care may be granted upon request as provided in this section.

C. **EXTENSION OF LEAVE.** An employee who has been granted a year's leave of absence without pay may have his leave of absence extended for one additional consecutive year for good and sufficient cause, provided that a satisfactory replacement is available.

D. **RETURN FROM LEAVE.** Return from leave shall be subject to the following conditions:

1. An employee must give notification not less than 30 days prior to the expiration of the leave that it is the intention of the employee to return to active service.
2. An employee will be assigned to the same position or a position in the same class upon return to service following a leave of absence only if:

- a. Absent six calendar months or less.
 - b. Absent one year or less on child care leave, granted in accordance with paragraph B.3 of this Rule.
 - c. Absent for military, Peace Corps, Job Corps, or ~~Americorp Domestic Peace Corps~~ service.
 - d. Absent on leave for rest and recuperation.
3. An employee returning from leave of absence who does not come within the provisions of paragraph D.2 will be assigned to a vacant position in the class in which the employee holds status. If no such vacant position is available, the employee's name shall be placed on the reemployment list for the class for a period of 39 months. He may return to a vacant position in a class at the same or a lower salary level for which he is qualified.
4. If the classification has been abolished during the employee's absence, he shall be laid off for lack of work and placed on the reemployment list for the class effective the date of termination of leave. He may be returned to a vacant position in a class at the same or a lower salary level for which he is qualified.
- E. **BENEFITS WHILE ON LEAVE.** Time elapsed while on leave of absence without pay shall not be counted toward seniority for promotion, compensation, sick leave or vacation privileges, except an employee absent on leave for study or Peace Corps, Job Corps or ~~Americorp Domestic Peace Corps~~ service shall include such time toward qualifying for advancement to the next higher step in the salary range in accordance with paragraph C of 10.1 and an employee absent on military leave shall be accorded all the rights and privileges granted by the Education Code and the Military and Veteran Code.
- F. **LIABILITY OF DISTRICT.** The School District shall be free of any liability for the payment of any compensation or damages now or hereafter provided by law for the death or injury of any employee of the District, when the death or injury occurs while the employee is on leave of absence without pay.
- ~~G.~~ **G. CANCELLATION OF LEAVE.** The Board of Education may, for cause, cancel any leave of absence and the employee shall then report for duty not later than the third working day following receipt of notification of such cancellation, provided that available transportation facilities will permit him to report within that period.
- H. **EMPLOYMENT WHILE ON LEAVE.** An employee, while on leave of absence, may not accept other gainful employment with another employer, except ordered military, Peace Corps, Job Corps, or Domestic Peace Corps service, without express prior approval of the Board of Education.

Reference: California Education code 45190

12.11 MILITARY LEAVE OF ABSENCE

- A. **APPLICABILITY OF PROVISIONS FOR CERTIFICATED EMPLOYEES.** In addition to the rights, privileges, and obligations regarding military leave of absence which by law apply to classified employees, all such rights, privileges and obligations by law made applicable to certificated employees shall likewise apply to classified employees as though the words "in positions not requiring certification qualifications" appeared in the law in place of the words "in positions requiring certification qualifications."
- B. **DEFINITION OF MILITARY.** The term "military" as used in this Rule is defined as including army, navy, marine, air force, coast guard, or other armed service of the United States, or as may be otherwise defined by law.
- C. **RETURN FROM MILITARY SERVICE.** An employee returning from military service who presents his discharge as evidence of such service, shall be returned to his former position if such position exists, and shall have the privilege of accepting assignment to other vacant positions in comparable or lower classes for which he is qualified, provided, however, that should the returning employee accept a position in a comparable or lower class, his continued occupancy of such position shall be dependent upon maintaining service rating above the point designated as unsatisfactory by the Board of Education.

12.12 BEREAVEMENT LEAVE

Every person employed in the classified service of any school district shall be granted necessary leave of absence, not to exceed three days, or five days if out-of-state travel is required, on account of the death of any member of his immediate family. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this code or provided by the governing board of the district. The governing board may enlarge the benefits of this section and may expand the class of relatives listed below as members of the immediate family. Members of the immediate family, as used in this section, means the mother, father, grandmother, grandfather, or a grandchild of the employee or of the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, sister, of the employee or any relative living in the immediate household of the employee.

| Reference: California Education Code 45194

12.13 IMMINENT DEATH LEAVE

Every probationary and permanent employee shall be entitled to two days imminent death leave a fiscal year at full pay. Such leave shall not be cumulative. Such leave shall be authorized when death of a member of the immediate family is imminent.

Imminent death leave is subject to the approval of the employee's Department Head, and the employee must furnish such certificates and evidence of facts as may be required by the Department Head.

12.14 QUARANTINE

Classified employees under personal quarantine by order of the Health Office of the City or County, whether because of their own illness or on account of illness of others, shall be paid for such period of quarantine as is required in the exigencies of the case; provided that pay for such period of absence shall not be for more than two weeks in any period and that no more than two separate periods of personal quarantine shall be paid for in any school year to any one employee. General periods of quarantine shall not be counted as times of personal quarantine.

12.15 EDUCATION CODE PROVISIONS APPLICABLE

The provisions of the Education Code shall govern the absence from duty of classified employees occupying permanent positions, provided, however, that in addition to such rights, privileges and obligations which by law apply to classified employees, such provisions of the law which apply to certificated employees shall likewise apply to classified employees.

12.16 PERSONAL LEAVE

Every probationary and permanent employee shall be entitled to two days personal leave a fiscal year at half pay for any purpose. Such leave shall not be cumulative. Personal leave shall be subject to the approval of the employee's department head. For purposes of this section, a "day" is the regularly assigned time of the employee when the leave is taken.

12.17 VACATION

A. VACATION ALLOWANCE. Vacation allowances shall be earned based on the following schedules:

1. Classified employees who have completed five or less service years shall earn vacation computed at the rate of .055 hours vacation for each hour for which pay is received, excluding overtime. Full-time employees will thus receive approximately 14 days' vacation a year.
2. Classified employees who have completed more than five years and less than ten years shall earn vacation computed at the rate of .062 hours vacation for each hour for which pay is received, excluding overtime. Full-time employees will thus receive approximately 16 days' vacation a year.
3. Classified employees who have completed more than ten years and less than fifteen shall earn vacation computed at the rate of .070 hours vacation for each hour for which pay is received, excluding overtime. Full-time employees will thus receive approximately 18 days' vacation a year.
4. Classified employees who have completed more than 15 service years shall earn vacation computed at the rate of .081 hours vacation for each hour for which pay

is received, excluding overtime. Full-time employees will thus receive approximately 21 days' vacation a year.

5. Employees in classifications excluded from overtime payments in accordance with the provisions of Rule 10.4.F shall earn vacation computed at the rate of .081 hours vacation for each hour for which pay is received. Full-time employees will thus receive approximately 21 days' vacation a year.
6. A service year for purposes of earning vacation credit is defined in Rule 1.1.

B. ELIGIBILITY FOR VACATION. Eligibility for vacation shall be determined as follows:

1. Classified employees with either probationary or permanent status are eligible to earn paid vacation.
2. Eligibility to take vacation will commence on the first day of the pay period following completion of the number of hours that correspond to 130 days of paid service in regular assignments. The vacation which is then due the employee shall be the number of vacation hours accumulated in accordance with the provisions of paragraph A of this Rule.
3. For purposes of this rule, 130 days shall be defined as 130 times the average number of regularly assigned hours per day for the employee.

C. WHEN VACATION IS TAKEN. Earned vacation is to be taken at a time when the efficiency of the district will be least affected. Vacation shall be taken only at times approved by the Department Head or his/her authorized designee; however, district managers and supervisors will consider the wishes of the employee when scheduling vacation. If there is a conflict in vacation dates requested by employees, the conflict will be resolved on the basis of the greatest seniority in the district; except that a more senior employee may not "bump" a less senior employee once the annual vacation schedule has been established.

1. ~~217-day work year~~ All employees who are employed less than twelve (12) months shall earn vacation, and it shall be due them in the same manner as all other employees. They shall take vacation due them during winter and/or spring student vacation periods, or designated non-work/~~intersession~~ periods in year round school assignments or, with the approval of the Department Head or his/her authorized designee, they shall be paid for vacation due them as of June 30; or they may take vacation at other times when it will least affect the efficiency of the district as mutually agreed upon by the employee and the immediate supervisor. During winter and/or spring student vacation periods, ~~217-day-all~~ employees who are employed less than twelve (12) months are entitled to use ~~this~~ authorized leave provisions.

~~2. All 204-day employees shall be paid during winter, spring, or summer student vacation periods, or intersessions in year-round school assignments, for vacation due them; or, with the approval of the Department Head, take vacation at another time. Leaves of absence are not granted 204-day employees during periods of student vacation, or designated non-work periods in year-round school assignments.~~

~~23.~~ Effective the first day of any fiscal year (July 1) an employee may have accumulated vacation credit not to exceed the amount of vacation credit earned in 1-1/2 years of paid service.

~~34.~~ When an employee has accumulated the maximum allowable vacation credit and when a serious personal or work related situation prevents his/her using earned vacation time, the employee may request:

- a. to receive in-lieu payment for any vacation balance in excess of the vacation credit earned in one and one-half (1-1/2 years) of paid service; or
- b. to accumulate excess vacation.
Such request will include the nature and duration of the situation and will be made in writing to the Chief Business and Financial Officer by May 15.

If request for in-lieu payment is not received by May 15 or if in-lieu payment is not approved, upon written application, accumulation of excess vacation credit will be authorized by the Chief Business and Financial Officer.

CAUTION: PERS retirement credit is not earned on the above described vacation payoff.

5. A vacation once having commenced shall be terminated only by the employee returning to work, being laid off, being terminated from employment, having verified hospitalization or reportable disease, or having a death of a member of the immediate family as defined.
6. If an employee's scheduled vacation period comes due and the employee is on leave because of verified illness, injury, or bereavement, he/she may contact the appropriate manager/supervisor to arrange a rescheduling of the vacation. Such a request must be made before the original vacation is scheduled to begin. The manager/supervisor will reschedule the vacation after considering the requested dates submitted by the employee and the operational needs of the work site.

D. **RATE OF PAY FOR VACATION.** The rate at which vacation is paid shall be the employee's current regular pay rate. Employees whose vacations are earned and actually started under a given status shall suffer no loss of earned vacation salary pay by reason of subsequent changes in conditions of employment. No vacation or part thereof shall be taken in an amount less than one-half (1/2) hour at a time.

- E. **VACATION CREDIT WHILE ON NON-PAID STATUS.** An employee absent on leave without pay or an employee laid off for lack of work or lack of funds, shall not accumulate vacation credit during the period of his/her absence from active service.
- F. **VACATION CREDIT WHILE ON MILITARY LEAVE.** Every employee who is a member of the National Guard or Naval Militia, or a member of the Reserve Corps or force in the federal military, naval or marine service, and who is granted a military leave of absence with pay, shall be granted all vacation privileges provided by the Military and Veterans Code.
- G. **HOLIDAYS DURING VACATIONS.** No deductions shall be made from the vacation credit of any employee for holidays occurring during the assigned vacation period of the employee.
- H. **PAY UPON TERMINATION.** At the time of separation from service, an employee shall be entitled to lump sum compensation for all earned and unused vacation, except that employees who have not complete six (6) months of employment in a regular or restricted status shall not be entitled to such compensation. Payment for such entitlement will be made in accordance with usual district payroll procedures and scheduled pay dates.

Reference: California Education Code 45197

12.18 REPORTS REQUIRED

Any classified employee absent for any reasons provided for in this chapter shall file with the principal, Division Head, or other designated officer such signed certificate of absence as may be required. For the use of sick or statutory leave, all employees shall notify the immediate manager or the manager's designee of their intended absence prior to the beginning of the employee's workday.

12.19 CASUAL ABSENCES

Department Heads shall have discretionary power, when the necessity demands, to grant to employees permission to be absent without loss of salary, parts of a day not exceeding one-half day when good reason for such absence exists, provided that its power shall not be construed to confer the right to reduce the established number of working hours per month of the employee, and provided further that in no case shall the work of the department or division be materially retarded by the granting of such absence; and provided further, that frequent requests from an employee for such absence, even for short periods, are to be avoided.

12.20 ABSENCE PRIVILEGES NOT GRANTED EMPLOYEES WITH ONLY PROVISIONAL, LIMITED TERM AND SUBSTITUTE STATUS

In the absence of specific action by the Board of Education, none of the privileges granted for absence because of court appearance, attendance at hearings, examinations, casual absences, or because of epidemics or emergencies, shall apply to employees with only provisional, limited term or substitute status.

12.21 | SERVICE AS ELECTED OFFICER OF PUBLIC EMPLOYEE ORGANIZATION

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The governing board of a school district shall grant to any classified employee, upon request, a leave of absence without loss of compensation for the purpose of enabling the employee to serve as an elected officer of any local school district public employee organization, or any statewide or national public employee organization with which the local organization is affiliated pursuant to Section 45210 of the California Education Code.

Reference: California Education Code 45210

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Appeal of a Disqualified Applicant PAGES: 8.3.1-8.3.13

Date: May 15, 2014 Reason for
Consideration: Restricted Action

Staff disqualified an applicant from continuing in the examination process and the individual has appealed this disqualification as detailed in the enclosed agenda material. The individual concerned was given notice of this recommendation. If the appellant is present and requests the matter be discussed in closed session, that request should be granted.

It is recommended the Commission consider the appeal and act as it deems appropriate.

Because of the sensitive nature of the reference material, distribution has been limited to the Personnel Commission and other Personnel staff with a need to know.



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[www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

ACCOUNTING TECHNICIAN – 0750

Final Filing Date: 4:30 p.m., Monday, June 2, 2014

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$3,957	\$4,174	\$4,405	\$4,646	\$4,901
HOURLY:	\$22.83	\$24.09	\$25.42	\$26.81	\$28.28

PROMOTIONAL: Employees of the School District who have permanent status, whose most recent overall service rating is "Satisfactory," who meet the education and experience requirements; AND former LBUSD classified employees whose names are on a current reemployment list as a result of layoff or reduction, who meet the education and experience requirements, are eligible to compete.

JOB INFORMATION: Permanent 100%/12 month position. The current vacancy is located in the Accounting office.

APPLICATION: All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/). The Personnel Commission has computer kiosks for your use, and staff will be available to offer any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: An Accounting Technician is assigned difficult and complex clerical and technical accounting work. An Accounting Technician is expected to reconcile accounts and post to the General Ledger and to solve difficult and complex accounting problems by searching and finding data from several sources requiring considerable knowledge of District financial record keeping. An incumbent prepares financial statements for an assigned program including a statement of operations for review by superiors. An incumbent has ongoing contact with other agencies such as the Los Angeles County Office of Education to exchange information about accounts and provides others with information on District accounting, regulations, procedures and practices. An incumbent uses computerized on-line data entry and reporting systems to extract and manipulate data and perform calculations; and perform related duties as assigned.

Note: Before being considered for employment, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to, conviction reports, probation reports, and other related court records.

MINIMUM QUALIFICATIONS INCLUDE: Any combination of the following experience and education that could likely provide the required knowledge and abilities may be considered. Relevant training and experience would include:

TRAINING: Equivalent to completion of two years from an accredited four-year college or university or community college with at least fifteen units in accounting and statistics.

EXPERIENCE: Four years of full-time financial or statistical record keeping work, two of which are in a public agency.

SPECIAL: (1) Accepting employment in a position in this classification requires the individual to either join the union and pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment may be comprised of one or any combination of the following: a "paper screening" of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.

WE ARE AN EQUAL OPPORTUNITY EMPLOYER. WE EMPLOY PEOPLE OF ALL RACES, ETHNICITIES, GENDERS, AND AGES.

Attendance / Professional Growth Incentive approved by the Personnel Commission effective March 1, 2013

On February 14, 2013 the Personnel Commission approved the revision of Chapter IV of the Rules and Regulations of the Classified Service. One of the major changes to the chapter was the addition of Rule 4.3.F Attendance and/or Professional Growth Incentive. In addition to seniority points, you may be eligible to increase your final passing score on examinations by a maximum of 5 points.

Guidelines:

- ❖ **It is the responsibility of the promotional candidate to submit appropriate documentation at the time of application but in no event no later than the application deadline.**
- ❖ **Attendance Incentive documentation: The Personnel Commission will accept the *Lost Time Report, which is a payroll report that can be printed by your site payroll clerk.* Only the three most recent fiscal years can be used to earn attendance incentive points.**
- ❖ **Professional Growth Incentive documentation: Transcripts, final grade reports, certificates of completion, and other such documentation will be accepted. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.**

4.3.F. ATTENDANCE AND/OR PROFESSIONAL GROWTH INCENTIVE. An attendance incentive shall be added to the composite score of each promotional candidate competing in a promotional or dual certification examination. The attendance incentive shall be one point for each year of service in which the promotional candidate has had four (4) occurrences or less of sick leave used for each fiscal year up to a maximum of three (3) total points. Only the three most recent fiscal years can be used to earn attendance incentive points. An occurrence in this instance shall be defined as one full assignment day or days taken consecutively as sick leave.

A professional growth incentive shall be added to the composite score of each promotional candidate competing in a promotional examination or dual certification examination. The professional growth incentive shall be one point for each year within a two year period in which the applicant has successfully completed classes, training or seminars which would enhance his/her knowledge, skills and abilities in the promotional classification. A maximum of two (2) professional growth incentive points can be earned. Classes, training or seminars must have been taken and successfully completed within the last two years from the closing date of the recruitment.

The maximum attendance and/or professional growth incentive points a promotional candidate may earn is a total of five (5) points. Promotional candidates are responsible for providing proof of their attendance and/or completion of classes, training and seminars at the time of application but in no event no later than the application deadline. In circumstances in which there are multiple instances of sick leave use for FMLA, CFRA and IA, the matter will be considered on a cases by case basis by the administrator of the Personnel Commission.

ABOUT OUR DISTRICT

The Long Beach Unified School District has earned a reputation as one of America's finest school systems, winning many awards as a national model of excellence. The school district was named a national winner of the Broad Prize for Urban Education, recognizing America's best urban school system for increasing student achievement. LBUSD also has been a five-time finalist for the prize.

LBUSD educates 81,000 students in 84 public schools in the cities of Long Beach, Lakewood, Signal Hill, and Avalon on Catalina Island, and over 1,700 Head Start pupils in 21 Head Start centers. The third largest school district in California, it serves the most diverse large city in the United States, with dozens of languages spoken by local students. The district employs more than 10,000 people, making it the largest employer in Long Beach.

LBUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, a trusted advisor and counselor to many of the most influential businesses and institutions in the world. McKinsey serves more than 70 percent of Fortune magazine's most admired companies.

The school district has won widespread recognition for establishing high standards of dress, behavior and achievement. Its successes have been featured on Good Morning America, NBC's Today Show, CBS's This Morning, CNN Headline News and in Newsweek, Time, U.S. News and World Report, Parade, Sports Illustrated and other national news media.

These are the hallmarks of one of America's finest school systems. A total commitment to continuous improvement is what makes the Long Beach Unified School District a national leader in preparing young men and women for success

Long Beach, the international City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access to several major freeways, airports and seaports, and the many famous recreational and cultural sites throughout the Southern California area.

JUAL EXAM 14-0104-3362 DP

Maria Braunstein

**An Exciting Career
Opportunity
Awaits You At
LONG BEACH UNIFIED
SCHOOL DISTRICT**

**SENIOR ADMINISTRATIVE
SECRETARY**

\$24.24 - \$28.47 per hour



THE POSITIONS

Long Beach Unified School District is seeking a Senior Administrative Secretary. The current vacancy is a permanent 12 month, .375 FTE (15 hours per week) position located in the Personnel Commission Office.

Under the direction of the Executive Officer Personnel Commission and Classified Employment, the Senior Administrative Secretary will perform a variety of complex and technical assignments and is expected to exercise independent judgment and discretion, demonstrate initiative and carry out their responsibilities with a minimum of direction. An incumbent will plan, coordinate and organize office activities and coordinate flow of communications for the Executive Officer, prepare agendas for official meetings; record, transcribe, and produce minutes of official meetings; and coordinate and schedule hearings and appeals.

The salary is \$24.24 - \$28.47 per hour.

For full details regarding the position, go to our website, select Class Specifications; choose Clerical and Secretarial, then Senior Administrative Secretary.

THE IDEAL CANDIDATE

Successful candidates will have graduation from high school or equivalent supplemented by college-level course work in secretarial science or a related field.

Additionally candidates will have four years of secretarial experience including one year in a supervisory capacity or one year of experience at the level of Administrative Secretary with the Long Beach Unified School District.

SPECIAL REQUIREMENTS

Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license.

This classification requires that incumbents be skilled in typing/keyboarding at a minimum of 50 words per minute. A typing test will not be given. Incumbents must certify in writing that they have such skills at the time of appointment to this class. Demonstrated proficiency will be expected during the probationary period for this class.

OUR QUALIFYING PROCESS

The examination process for this recruitment may be comprised of one or any combination of the following: screening of the applicant's training, background, and experience; evaluation of responses on a supplemental application; written examination(s); qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Only the most highly qualified candidates will be invited to continue in the examination process. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

HOW TO APPLY

All applications must be submitted online via the Personnel Commission's website at www.lbschools.net/Main_Offices/Personnel_Commission/. The Personnel Commission has computer kiosks for your use, and staff will be available to offer assistance needed with completing your online application Monday-Thursday, 8:00 a.m. - 4:00 p.m.

A resume will not substitute for the required forms. Online applications will only be accepted during the following period:

May 16, 2014 through May 22, 2014 until 4:30 p.m.

Applicants with disabilities who need a reasonable accommodation for any part of the application and hiring process, please notify the Personnel Commission. The decision on granting reasonable accommodation will be made on a case-by-case basis.

Long Beach Unified School District
Personnel Commission Office
999 Atlantic Avenue, 3rd Floor
Long Beach, California 90813
(562) 435-5708 FAX: (562) 435-8932
www.lbusd.k12.ca.us/Perscomm/Web/index.htm

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: May 15, 2014

Reason for
Consideration: Action

Personnel Commission Rule 5.1.B, states that the Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. All such eligibility lists shall then be certified at the first reasonable opportunity at a Commission meeting following the protest and review period. Accordingly staff submits the following eligibility lists for consideration of the Commission:

Administrative Coordinator –

Construction Dual 14-0096-5187

List Valid: 05/14/14 – 05/14/15

Total applications received: 36 Total invited to exam: 8

No. Passed: 2 No. Failed: 5 No. Withdrew: 1 No. Screened Out: 28

Grounds Equipment Operator I Dual 14-0084-0175

List Valid: 05/13/14 – 05/13/15

Total applications received: 147 Total invited to exam: 66

No. Passed: 13 No. Failed: 34 No. Withdrew: 19 No. Screened Out: 81

Grounds Equipment Operator II Dual 14-0086-0176

List Valid: 05/13/14 – 05/13/15

Total applications received: 36 Total invited to exam: 12

No. Passed: 4 No. Failed: 4 No. Withdrew: 4 No. Screened Out: 24

Instructional Assistant –

Computer Resources Dual 14-0082-0603

List Valid: 05/13/14 – 05/13/15

Total applications received: 71 Total invited to exam: 37

No. Passed: 18 No. Failed: 5 No. Withdrew: 14 No. Screened Out: 34

Instructional Assistant –

Computer Resources BL Spanish Dual 14-0085-0452

List Valid: 05/13/14 – 05/13/15

Total applications received: 26 Total invited to exam: 12

No. Passed: 2 No. Failed: 7 No. Withdrew: 3 No. Screened Out: 14

Senior Health Assistant

Dual 14-0088-5174

List Valid: 05/13/14 – 05/13/15

Total applications received: 28 Total invited to exam: 12

No. Passed: 4 No. Failed: 2 No. Withdrew: 6 No. Screened Out: 16

**Speech-Language Pathology
Assistant**

Dual 14-0080-5024

List Valid: 05/14/14 – 05/14/15

Total applications received: 32 Total invited to exam: 10

No. Passed: 7 No. Failed: 3 No. Withdrew: 0 No. Screened Out: 22

CERTIFIED TO BE CORRECT: Gail McMahon DATE: May 9, 2014



RESOLUTION

CLASSIFIED SCHOOL EMPLOYEE WEEK

- WHEREAS, classified school employees provide valuable services to the schools and students of the merit system districts of California; and
- WHEREAS, classified school employees contribute to and participate in the establishment and promotion of a positive instructional environment; and
- WHEREAS, classified school employees play a vital role in providing for the welfare and safety of all students and employees in the Long Beach Unified School District; and
- WHEREAS, classified school employees employed by our school district strive for excellence in all areas relative to the performance of their responsibilities; and
- WHEREAS, the Chapter II of the California School Employees Association, the Confidential And Supervising Secretary Association, and the non-represented supervisory and management classified employees have actively participated in and encouraged the furtherance and improvement of the services rendered by classified employees to the district and students; and
- WHEREAS, the Personnel Commission endorses the criteria for defining an exemplary classified employee as one who supports the educational mission of the School District by contributing to the classroom support and/or business operations of the District, is committed to being a team player and a positive role model for others, and strives for excellence in personal performance; and
- WHEREAS, the Personnel Commission heartily endorses all District activities relative to classified employee recognition; now therefore, be it
- RESOLVED, that this Personnel Commission acknowledges and honors the contribution of the classified school employees and their respective leadership to quality education in the Long Beach Unified School District, and recognizes the week of May 18-24, 2014 as CLASSIFIED SCHOOL EMPLOYEES WEEK.

Stacey Lewis
Chairperson

Linda Vaughan
Vice-Chairperson

Terence Ulaszewski
Member

PERSONNEL COMMISSION EMPLOYEE RECOGNITION PROGRAM

The Program:

Each year Personnel Commission employees have an opportunity to be recognized by the Personnel Commission for their commitment to excellence, exemplary service and for developing innovative and creative processes, programs or projects.

Nomination and Selection Process:

- ◆ Nominations are sought each year from Commission staff by the Personnel Commission Executive Officer
- ◆ Personnel Commission Executive Officer selects nominee and presents him/her to the Personnel Commission
- ◆ Selected recipient is announced at a Commission meeting

Selection Criteria:

- ◆ Commitment to the District's and Commission's mission of improving student achievement
- ◆ Adherence to the Baldrige principles of providing quality service, pursuing excellence in job performance and seeking continued improvement in all areas
- ◆ Creation, development or implementation of innovative ideas or creative programs which benefit the goals of the Commission, its staff and our School District in general
- ◆ Consistent job performance, including exceptional productivity and attendance

The Award:

- ◆ Each year an employee receives recognition by receiving an individual award
- ◆ The recipient's name is added to the permanent Personnel Commission Special Award plaque which will be prominently displayed in the Personnel Commission Office
- ◆ Personal satisfaction comes from knowing that the employee's peers and colleagues recognize the excellence of his or her contributions to the goal of supporting student achievement