



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

MAY 1, 2014
THURSDAY
8:15 A.M.

1. CALL TO ORDER

2. ROLL

Linda Vaughan, Chairperson
Stacey Lewis, 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 April 17, 2014

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Classification/Restructure Recommendations per
Education Code 45246

Action

8.2 Meeting Dates for Personnel Commission 2014-2015

Action

8.3 Revision to the Rules and Regulations of the
Classified Service, Chapter XII (First Reading)

Discussion

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 Annual Election of Officers per P.C. Rule 2.6

Action

11. The next regular scheduled meeting of the Personnel Commission will be held on May 15, 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 April 17, 2014

PAGES: 7.1.1 – 7.1.4

Date: May 1, 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
Terence Ulaszewski, Member

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Leaming, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Esther Martinez, Human Resources Assistant

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Adrienne Rambo, CSEA Vice-President – Unit A and Dan Ewaskey, CSEA Vice-President Unit B.

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

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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 give an update of their unit activities.

Marilyn Balmer, Personnel Analyst, reported the Recruitment and Testing staff is currently accepting applications for 7 positions. Three of the recruitments were advertised for the required 15 days with applications accepted for the last 2 days only. Testing for an additional 9 recruitments is in progress and 13 recruitments are in the planning phase.

Susan Leaming, Personnel Analyst, provided the Commission a brief update on the activities of the Child Care and Instructional job family study. Ms. Leaming reported she has conducted 23 focus group meetings and has approximately 13 more to complete. She also reported she is working on 2 individual reclassification requests.

Dale Culton, Certification Services Manager, reported staff is working on seniority for summer school applicants. Mr. Culton said he would like individuals to be notified of their summer assignments by late May. He also reported staff is working on the placement of 2 individuals off the re-employment list for Campus Security Officer and Intermediate Office Assistant

Mary Cates, Human Resources Supervisor, announced Silaue Taeleifi, Human Resources Technician, recently welcomed a new grandchild to her family.

Ms. Cates reported sites have been contacting her regarding the report of anticipated classified staffing for the next school year. Dr. McMahon said the information from the sites will be helpful in planning the recruitment calendar.

PUBLIC HEARING FOR THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2014-2015

PUBLIC HEARING FOR THE PERSONNEL COMMISSION BUDGET FOR FISCAL YEAR 2014-2015

Personnel Commission Chairperson Linda Vaughan opened the public hearing for the 2014-2015 Personnel Commission budget at 8:23 a.m.

Chairperson Vaughan asked if there were any questions or comments from the floor regarding the proposed budget. Valeeta Pharr, CSEA Chapter 2 President, asked if there were any increases in the budget. Dr. McMahon indicated the budget was only increased to include the 3% salary increase. Seeing no further questions or comments, Chairperson Vaughan closed the public hearing at 8:24 a.m. It was moved by Commissioner Ulaszewski to approve the budget. Chairperson Vaughan seconded the motion. The Commission acted to approve the 2014-2015 Personnel Commission budget as submitted with all members present participating in the vote.

MINUTES

MINUTES

The Commission approved the minutes of the April 3, 2014, Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Chairperson Vaughan seconded the motion.

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

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.

Computer Support Technician Dual 14-0083-5108

List Valid: 04/07/14 – 04/07/15

Total applications received: 71 Total invited to exam: 22

No. Passed: 3 No. Failed: 12 No. Withdrew: 7 No. Screened Out: 49

**Instructional Aide-Special
(Amended)**

Open Continuous 14-0075-0448

List Valid: 3/20/14 – 3/20/15

Total applications received: 114 Total invited to exam: 63

No. Passed: 23 No. Failed: 13 No. Withdrew: 27 No. Screened Out: 51

**Intermediate Nutrition Services
Worker**

Dual 14-0066-5058

List Valid: 4/14/14 – 4/14/15

Total applications received: 228 Total invited to exam: 140

No. Passed: 98 No. Failed: 20 No. Withdrew: 22 No. Screened Out: 88

Senior Nutrition Services Worker Dual

14-0067-5071

List Valid: 4/14/14 – 4/14/15

Total applications received: 91 Total invited to exam: 61

No. Passed: 31 No. Failed: 15 No. Withdrew: 15 No. Screened Out: 30

Records Office Assistant

Dual

14-0073-0675

List Valid: 4/16/14 – 4/16/15

Total applications received: 1,121 Total invited to exam: 443

No. Passed: 216 No. Failed: 47 No. Withdrew: 180 No. Screened Out: 678

OTHER ITEMS

OTHER ITEMS

Ms. Pharr extended an invitation to the Commissioners and the Executive Officer to attend the CSEA member appreciation event on May 10th. Ms. Pharr also said, CSEA and its supporters are looking forward to participating in the Classified Schools Employee Week activities including the Classified Employee Celebration on May 23rd.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, May 1, 2014, at 8:15 a.m. at 999 Atlantic Avenue, Third Floor, Long Beach, California.

CLOSED SESSION

CLOSED SESSION

The Personnel Commission adjourned to closed session to discuss the performance evaluation of the Executive Officer at 8:30 a.m.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:17 a.m. No reportable action was taken during Closed Session.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:18 a.m. Chairperson Vaughan adjourned the meeting.

Respectfully submitted,

Gail McMahon

Gail McMahon, Ed.D.
Executive Officer

GM/mb

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Classification/Restructure
Recommendations

PAGES: 8.1.1 – 8.1.10

Date: May 1, 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.

CREATE A NEW CLASSIFICATION

PAGE

School Safety Operations Supervisor

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ALLOCATE A CLASSIFICATION

School Safety Operations Supervisor
Salary Range 35 (S1)

RECLASSIFY AN EXISTING POSITION

Name

Monica Sinsabaugh

Position

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

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PERSONNEL COMMISSION

"Supporting student achievement through quality service."

April 15, 2014

| | |
|-------------------------|---|
| TO: | Personnel Commission |
| FROM: | Commission Staff |
| SUBJECT: | Reclassification Request |
| INCUMBENT: | Monica Sinsabaugh |
| CURRENT CLASSIFICATION: | Emergency Preparedness Program Supervisor |
| SALARY RANGE: | 35 (S1) |
| LOCATION: | School Safety & Emergency Preparedness |

Background

In January 2001, Monica Sinsabaugh was hired as an Intermediate Office Assistant (Salary Range 15 C1) in the office of School Safety and Emergency Preparedness. In September 2004, Ms. Sinsabaugh promoted to her current position of Emergency Preparedness Program Supervisor (Salary Range 35 S1).

In January 2014, the Chief of School Safety and Emergency Preparedness submitted a reclassification request on behalf of the incumbent. Ms. Sinsabaugh then completed and submitted a Position Description Questionnaire (PDQ). Commission staff reviewed the completed questionnaire and conducted a job audit interview with the incumbent to clarify job duties and responsibilities.

Findings

In September 2004, when Ms. Sinsabaugh promoted to her current position of Emergency Preparedness Program Supervisor, she reported directly to the Emergency Preparedness Manager and performed a variety of duties related to the District's Emergency Preparedness Program. These duties included participating in developing and conducting emergency preparedness training programs, exercises and drills for District sites; assisting in the development and revision of emergency preparedness and response plans for natural and man-made disasters; working with local governments and community service organizations regarding disaster planning and integrated emergency plans; providing input into various grant applications related to emergency preparedness; maintaining District Safety Team rosters and

PERSONNEL COMMISSION CORE VALUES

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notifying teams of activations; and participating in maintaining the District's emergency operations and command center.

In 2007 the School Safety and Emergency Preparedness branch began to be affected by ongoing District-wide budget cuts and the loss of grant monies. Staffing within the department was reduced over a period of several years which resulted in the need to redistribute duties and responsibilities amongst department personnel. As her duties were shifted from Emergency Preparedness to School Safety, Ms. Sinsabaugh was assigned a variety of operational department functions such as:

- Compiling School Safety monthly statistics including numbers of incident reports filed, citations issued, department personnel court appearances, and calls for service
- Coordinating assigned School Safety special projects and serving as a liaison with outside vendors and District departments
- Overseeing issuance of District identification badges
- Maintenance and distribution of emergency telephone tree for District executive staff
- Liaison with Long Beach Police Department regarding service contracts and invoices
- Serve as primary contact for school sites relating to inappropriate use of social media
- Assigning field officers to deliver subpoenas
- Monitor department budgets and expenditures
- Supervising the input of payroll information for the department
- Verify daily staff attendance for payroll reporting
- Supervising department clerical and secretarial staff

In addition, Ms. Sinsabaugh began conducting background investigations for all School Safety Officer and School Safety Communications Operator candidates. Prior to Ms. Sinsabaugh being assigned this work, the District contracted with two outside investigators. Conducting a comprehensive background investigation consists of:

- Contacting/interviewing previous employers, references, neighbors, and agencies to which applicants previously applied
- Reviewing Police Officers Standard and Training (POST) History Statements and related documents
- Requesting and reviewing personnel files from current and previous employers
- Requesting and reviewing local law enforcement agency criminal checks
- Collecting necessary POST requirement information including diplomas, credit checks, DMV reports and transcripts
- Coordinating psychological and medical evaluations
- Maintaining auditable records and files of background checks
- Preparing background narrative summary for administrative review
- Interviewing candidates

Prior to department staffing reductions School Safety Supervisors were responsible for scheduling School Safety personnel. By transferring this work to Ms. Sinsabaugh, School Safety Supervisors could then be primarily assigned to fieldwork, assuring adequate coverage

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and response to calls for service. Ms. Sinsabaugh now handles the scheduling of shifts for School Safety personnel including approving requests for time off, making shift adjustments based on changing needs and special events, and appropriately rotating overtime, holiday and on-call assignments. She also approves and calendars School Safety personnel training requests which fulfill ongoing POST training requirements.

Ms. Sinsabaugh continues to support the District's Emergency Preparedness Program, but in a more limited role. She serves on the Emergency Operations Center team, provides and participates in Emergency Preparedness training, liaisons with local governments and community service organizations, and serves as a point of contact in the absence of the Emergency Preparedness Manager. Lastly, Ms. Sinsabaugh no longer reports to the Emergency Preparedness Manager, she is directly supervised by the Chief of School Safety and Emergency Preparedness.

Conclusions

Ms. Sinsabaugh is currently classified as an Emergency Preparedness Program Supervisor (Salary Range 35 S1). The intent of this classification as stated in the Distinguishing Characteristics is to *administer the District emergency preparedness program and train District personnel having decision-making responsibility for the safety and security of students, employees and the public during an emergency.* However, over the course of the last seven years, the focus of her job has shifted from the Emergency Preparedness Program to functions related to School Safety. These duties include conducting comprehensive background investigations of employment candidates and determining shift schedules for School Safety personnel, a duty previously performed by School Safety Supervisors. Duties related to the Emergency Preparedness Program have been absorbed by the higher-level manager and Ms. Sinsabaugh now only provides support to the Emergency Preparedness Program as needed.

Staff review of this position indicates that a significant evolution of the job has occurred since responsibilities began to be redistributed due to staffing reductions and ongoing budget cuts. When determining proper classification, staff first looks to existing classifications to see if there is a match with the duties being performed by an incumbent. In this instance, the duties assigned are unique to this position and no current classification adequately describes the work Ms. Sinsabaugh is performing. Therefore, staff is recommending creation of a new classification, School Safety Operations Supervisor, at Salary Range 35 S1 which incorporates the duties performed by Ms. Sinsabaugh. A copy of the proposed description is attached.

Salary placement is recommended at the same level as Ms. Sinsabaugh's current classification as the duties assigned are not higher-level and have not raised the level of the assignment. For example, the duty of scheduling shifts for School Safety personnel was previously performed by School Safety Supervisors also at Salary Range 35 S1. In Ms. Sinsabaugh's absence, this duty would be performed by School Safety Supervisors.

The incumbent and the Chief of School Safety and Emergency Preparedness have reviewed this report and are in agreement with the recommendations.

PERSONNEL COMMISSION CORE VALUES

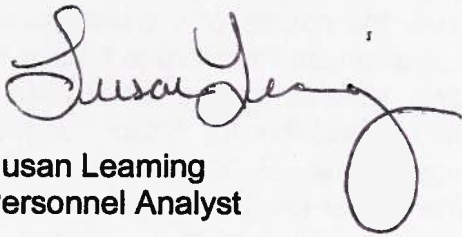
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Recommendations

Staff recommends the Personnel Commission:

1. Create the supervisory classification of School Safety Operations Supervisor
2. Allocate the supervisory classification of School Safety Operations Supervisor to Salary Range 35 S1
3. Reclassify the incumbent, Monica Sinsabaugh, to the classification of School Safety Operations Supervisor
4. Abolish the supervisory classification of Emergency Preparedness Program Supervisor (Salary Range 35 S1)

Prepared by:



Susan Leaming
Personnel Analyst

Approved and Recommended:



Gail McMahon, Ed.D.
Executive Officer

PERSONNEL COMMISSION CORE VALUES

Integrity – Respect – Effective Communication – Commitment to Excellence – Compassion – Teamwork



PERSONNEL COMMISSION

Class Code: XXXX
Salary Range: 35 (S1)

SCHOOL SAFETY OPERATIONS SUPERVISOR

JOB SUMMARY

Under general supervision, plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness; develop and schedule School Safety personnel work shifts; research, analyze and prepare complex reports and records; train and evaluate the performance of assigned staff; 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.

- Plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness; assure compliance with applicable laws, codes, rules and regulations. **E**
- Develop and schedule School Safety personnel work shifts to assure adequate coverage; make adjustments to shifts according to staff availability and special activities or events needing extra coverage; authorize and track overtime and requests for time off. **E**
- Train and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions. **E**
- Conduct comprehensive background investigations for School Safety employment candidates in accordance with Police Officers Standard and Training (POST) Commission regulations; collect and review POST History Statements and other required documents; conduct interviews with candidates, past employers and other references; maintain auditable records and files. **E**
- Serve as primary contact for school sites relating to inappropriate use of social media; research social media websites and request removal of inappropriate accounts and content. **E**
- Participate in the development and preparation of the department budget; analyze and review budgetary and financial data; control and authorize expenditures in accordance with established limitations; process budget documents. **E**

- Prepare or direct the maintenance of a variety of complex reports and records; research, analyze and compile necessary information and data; maintain files and databases related to assigned activities. *E*
- Perform special projects and prepare related forms and reports; attend to administrative details on special matters as assigned. *E*
- Oversee issuance and processing of District identification badges; coordinate the distribution of subpoenas to School Safety personnel. *E*
- Coordinate District Safety Teams; recruit new members; maintain Safety Team information; activate Safety Teams as directed. *E*
- Serve on the District's Emergency Operations Center (EOC) team; participate in EOC trainings; participate in maintaining the EOC from which District officials will direct actions in the event of an emergency. *E*
- Communicate with administrators, school sites, parents, personnel, outside agencies and vendors to coordinate activities, resolve issues and conflicts and exchange information. *E*
- Provide technical expertise, information and assistance to District administration regarding department operations; assist in the formulation and development of programs and policies; advise administration of unusual trends or issues and recommend appropriate corrective action. *E*
- Attend and participate in a variety of meetings, conferences and in-service trainings; prepare and deliver presentations to individuals or groups concerning School Safety and Emergency Preparedness operations, policies, procedures and services. *E*
- Operate a variety of office equipment including a computer and assigned software; drive a personal or District vehicle to travel to various sites to conduct work. *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

Incumbents in the School Safety Operations Supervisor classification plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness including scheduling of School Safety personnel work shifts and conducting comprehensive background investigations of School Safety employment candidates. Incumbents research, analyze and prepare complex reports and records relating to various aspects of the School Safety and Emergency Preparedness programs and are assigned a variety of special projects.

EMPLOYMENT STANDARDS

Knowledge of:

Research methods and report writing techniques.
General techniques and methodologies of project management.
Financial and statistical record-keeping techniques.
Budget preparation and control of expenditures.

Oral and written communication skills.
Public speaking techniques.
Principles and practices of supervision and training.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Modern office practices, procedures and equipment.

Ability to:

Plan, organize and perform a variety of specialized administrative and operational activities in support of the Office of School Safety and Emergency Preparedness.
Train, supervise and evaluate the performance of assigned staff.
Develop and schedule School Safety personnel work shifts.
Research, compile and analyze data.
Prepare comprehensive narrative and statistical reports.
Prepare and maintain records and files.
Analyze and review budgetary and financial data.
Learn, apply and explain applicable laws, codes, rules and regulations related to assigned activities.
Learn employment selection standards set forth by POST.
Communicate effectively both orally and in writing.
Prepare and deliver oral presentations.
Establish and maintain cooperative and effective working relationships with others.
Operate a variety of office equipment including a computer and assigned software.
Meet schedules and time lines.
Maintain confidentiality of sensitive and privileged information.
Maintain comprehensive records and files.
Work independently with little direction.
Plan and organize work.

Education and Training:

Associate's degree including coursework in criminal justice, public administration, business administration, emergency management or a related field.

Completion of a POST approved Background Investigation Course is desired.

Experience:

Two years of experience performing POST background investigations or analyzing data and preparing reports and recommendations regarding business processes such as budgets, organizational efficiency, project management, staffing, or records management. Supervisory experience is desirable.

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

SPECIAL REQUIREMENTS

Valid California Class C driver's license and use of a personal automobile.

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

Incumbents in this classification not possessing POST Background Investigation training must complete District-provided training within one year of employment.

WORKING ENVIRONMENT

Office environment.

Driving a vehicle to conduct work.

Occasional evening or varied hours.

PHYSICAL DEMANDS

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to file materials.

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

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:



PERSONNEL COMMISSION

"Supporting student achievement through quality service."

April 15, 2014

TO: Personnel Commission

FROM: Executive Officer, Personnel Commission and Classified Employment

SUBJECT: Abolishment of a Classification

Background and Findings

Staff was recently notified that the last incumbent in the Maintenance Mechanic grandfathered classification has retired. This class was grandfathered during the Maintenance Job Family Study in 2000 so current incumbents would remain at the higher salary range, while new employees would start at a lower salary range.

No staff will be impacted by this action and no individuals are on the reemployment list for this class.

Recommendations

Staff recommends the Personnel Commission:

1. Abolish the grandfathered classification of Maintenance Mechanic (Class Code 0212)

Prepared by:

Susan Leaming
Personnel Analyst

Approved and Recommended:

Gail McMahon, Ed.D.
Executive Officer

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Meeting Dates of the Personnel Commission
2014 - 2015

PAGE: 8.2.1

Date: May 1, 2014

Reason for
Consideration: Action

Staff submits the following dates for the 2014 – 2015 Personnel Commission meetings for approval. All meeting dates are Thursdays at 8:15 a.m. and will be held 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

The regular biweekly meeting of the Personnel Commission on November 27, 2014 and December 25, 2014 are scheduled on designated holidays. The Commission may elect to hold these meetings on alternate dates.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.3.1- 8.3.28

Date: May 1, 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 first reading.

PAGE

REVISION OF RULES AND REGULATIONS

Chapter 12 (First Reading)

2

CHAPTER XII
- ABSENCE FROM DUTY

~~EDUCATION CODE 45261- SUBJECTS OF RULES. The rules shall provide for the procedures...regarding... vacations, leaves of absence...~~

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~~EDUCATION CODE 45190- LEAVES OF ABSENCE AND VACATIONS. Governing boards of school districts may grant leaves of absence and vacations, with or without pay, to persons employed in the classified service of the district.~~

~~This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

~~EDUCATION CODE 45198- EFFECT OF PROVISIONS AUTHORIZING LEAVES OF ABSENCE. When any provision of this code expressly authorizes or requires the governing board of a school district to grant a leave of absence for any purpose or for any period of time to persons employed in positions not requiring certification qualifications, that express authorization or requirement does not deprive the governing board of the power to grant leaves of absence with or without pay to such employees for other purposes or for other periods of time, so long as the governing board does not deprive any employee of any leave of absence to which he is entitled by law.~~

12.1 ILLNESS OR INJURY LEAVE

~~EDUCATION CODE 45199- POWER OF GOVERNING BOARD TO GRANT LEAVE OF ABSENCE AND COMPENSATION FOR ACCIDENT OR ILLNESS. Governing boards of school districts may grant leaves of absence to persons employed in positions not requiring certification qualifications, and at their discretion may pay compensation at such rate as the board prescribes, during the absence, to any such employee whose absence is caused by accident or illness whether or not the absence arises out of or in the course of the employment of the employee, or because of quarantine which results from his *or her* contact with other persons having a contagious disease while performing his *or her* duties.~~

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~~EDUCATION CODE 45191- LEAVES OF ABSENCE FOR ILLNESS OR INJURY. Every classified employee employed five days a week by a school district shall be entitled to 12 days leave of absence for illness or injury and such additional days, in addition thereto, as the governing board may allow for illness or injury, exclusive of all days he *or she* is not required to render service to the district, with full pay for a fiscal year of service.~~

~~A classified employee, employed five days a week, who is employed for less than a full fiscal year is entitled to that proportion of 12 days leave of absence for illness or injury as the number of months he *or she* is employed bears to 12 and the proportionate amount, consistent with this formula, of such additional days, in addition thereto, authorized by the governing board for classified employees employed five days a week for a full fiscal year of service.~~

~~A classified employee employed less than five days per week shall be entitled, for a fiscal year of service, to that proportion of 12 days leave of absence for illness or injury as the number of days he or she is employed per week bears to five and is entitled to the proportionate amount, consistent with this formula, of such additional days, in addition thereto, authorized by the governing board for classified employees employed five days a week for a full fiscal year of service. When such persons are employed for less than a full fiscal year of service this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.~~

~~Pay for any day of such absence shall be the same as the pay which would have been received had the employee served during the day. Credit for leave of absence need not be accrued prior to taking such leave by the employee and such leave of absence may be taken at any time during the year. However, a new employee of a district shall not be eligible to take more than six days, or the proportionate amount to which he or she may be entitled under this section, until the first day of the calendar month after completion of six months of active service with the district.~~

~~If such employee does not take the full amount of leave allowed in any year under this section the amount not taken shall be accumulated from year to year with such additional days as the governing board may allow.~~

~~The governing board of each school district shall adopt rules and regulations requiring and prescribing the manner of proof of illness or injury for the purpose of this section. Such rules and regulations shall not discriminate against evidence of treatment and the need therefore by the practice of the religion of any well recognized religious sect, denomination or organization.~~

~~The provisions of this section shall not apply to a school district or districts, governed by the same governing board, in which the combined average daily attendance of all districts is in excess of 400,000, provided such districts maintain sick leave policies not less than those in effect in such districts on January 1, 1961.~~

~~This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

~~EDUCATION CODE 45195- ADDITIONAL LEAVE FOR NON INDUSTRIAL ACCIDENT OR ILLNESS- REEMPLOYMENT PREFERENCE. A permanent employee of the classified service who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leave and who is absent because of nonindustrial accident or illness may be granted additional leave, paid or unpaid, not to exceed six months. The employee shall be notified, in writing, that available paid leave has been exhausted, and shall be offered an opportunity to request additional leave. The board may renew the leave of absence, paid or unpaid, for two additional six month periods or lesser leave periods that it may provide but not to exceed a total of 18 months.~~

~~An employee, upon ability to resume the duties of a position within the class to which he or she was assigned, may do so at any time during the leaves of absence granted under this section and time lost shall not be considered a break in service. The employee shall be restored to a position~~

~~within the class to which the employee was assigned and, if at all possible, to his or her position with all the rights, benefits and burdens of a permanent employee.~~

~~If at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his or her position, the employee shall be placed on a reemployment list for a period of 39 months.~~

~~At any time, during the prescribed 39 months, the employee is able to assume the duties of his or her position the employee shall be reemployed in the first vacancy in the classification of his or her previous assignment. The employee's reemployment will take preference over all other applicants except for those laid off for lack of work or funds under Section 45298 in which case the employee shall be ranked according to his or her proper seniority. Upon resumption of his or her duties, the break in service will be disregarded and the employee shall be fully restored as a permanent employee.~~

~~This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

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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 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.~~

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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.

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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. ~~As a sick leave maintenance incentive, an employee with full pay illness leave accumulation of at least forty (40) days (320 hours)~~ An employee will have available seven (7) days of personal necessity leave per year, a maximum of three (43) of which may be used for compelling personal reasons.

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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

~~EDUCATION CODE 45122 PHYSICAL EXAMINATIONS. Whenever a governing board of a school district requires a physical examination to be taken by a classified employee or employees, either by rule or by its direction or the direction of its authorized district administrator; or when classified employees are required by law to submit to a physical examination for continuance in employment, the board shall either provide the required examination, cause it to be provided, or provide the employee with reasonable reimbursement for the required examination.~~
~~If the governing board requires a physical examination or an examination is required by law as a condition of pre-employment, it may cause the required examination to be given. It may, if an applicant is required to take a pre-employment physical examination, provide for reasonable reimbursement if the applicant is subsequently employed by the district.~~

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~~The provisions of this section are not intended to supersede the provisions of Section 44014 of this code.~~

~~This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

- A. 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 ~~School~~ 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

~~EDUCATION CODE 45196-SALARY: DEDUCTIONS DURING SICK LEAVE:
When a person employed in the classified service is absent from his duties on account of illness or accident for a period of five months or less, whether or not the absence arises out of or in the course of employment of the employee, the amount deducted from the salary due him for any month in which the absence occurs shall not exceed the sum which is actually paid a substitute employee employed to fill his position during his absence.~~

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~~Excepting in a district the governing board of which has adopted a salary schedule for substitute employees of the district, the amount paid the substitute employee during the month shall be less than the salary due the employee absent from his duties.~~

~~Entitlement to sick leave provisions under this section, if any, shall be considered "entitlement to other sick leave" for the purposes of computing benefits under the provisions of Section 45192 if the absence is for industrial accident or illness and shall be used after entitlement to all regular sick leave, accumulated compensating time, vacation or other available paid leave has been exhausted.~~

~~The foregoing provisions shall not apply to any school district which adopts and maintains in effect a rule which provides that a regular classified employee shall once a year be credited with a total of not less than 100 working days of paid sick leave, including days to which he is entitled under Section 45191. Such days of paid sick leave in addition to those required by Section 45191 shall be compensated at not less than 50 percent of the employee's regular salary. The paid sick leave authorized under such a rule shall be exclusive of any other paid leave, holidays, vacation, or compensating time to~~

~~which the employee may be entitled. Nothing in this section shall preclude the governing board from adopting such a rule.~~

- ~~A-~~ 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 ~~Personnel~~ **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

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12.4 MATERNITY LEAVE

~~EDUCATION CODE 45193- LEAVE OF ABSENCE FOR PREGNANCY. The governing board of any school district may provide for such leave of absence from duty as it deems appropriate for any female employee in the classified service of the district who is required to absent herself from her duties because of pregnancy or convalescence following childbirth, and may adopt rules and regulations prescribing the manner of proof of pregnancy, the time during pregnancy at which the leave of absence shall be taken, and the length of time for which the leave of absence shall continue after birth of the child. The board may also provide in the rules and regulations whether leave granted under this section shall be with or without pay and, if with pay, the amount, if any, to be deducted from the salary due the employee for the period in which the absence occurs. However, nothing in this section shall be construed so as to deprive any employee of sick leave rights under other sections of this code for absences due to illness or injury resulting from pregnancy.~~

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~~This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

- ~~A-~~ A leave of absence for 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 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 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.G.F.

Reference: California Education Code 45193

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12.5 PERSONAL NECESSITY LEAVE

~~EDUCATION CODE 45207- PERSONAL NECESSITY. Any days of absence for illness or injury earned pursuant to Section 45191, may be used by the probationary or permanent employee, at his or her election, in cases of personal necessity, including any of the following:~~

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~~(a) Death of a member of his or her immediate family when additional leave is required beyond that provided in Section 45194 and that provided, in addition thereto, as a right by the governing board.~~

~~(b) Accident, involving his or her person or property, or the person or property of a member of his or her immediate family.~~

~~(c) Appearance in any court or before any administrative tribunal as a litigant, party, or witness under subpoena or any order made with jurisdiction.~~

~~(d) Such other reasons which may be prescribed by the governing board.~~

~~The governing board of each school district shall adopt rules and regulations requiring and prescribing the manner of proof of personal necessity for the purpose of this section. No earned leave in excess of seven days may be used in any school year for the purposes enumerated in this section.~~

~~Immediate family has the same meaning as provided in Section 45194.~~

~~This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

~~This section shall also apply to school districts that may be exempted from the provisions of Section 45191. Authorized necessity leave shall be deducted from sick leave earned under the provisions of the exemption of Section 45191.~~

~~A.~~ 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:

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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. 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 ~~who work a 217-day or 12-month assignment~~ are authorized up to a maximum of ~~three~~ four days per fiscal year. ~~All others are authorized a maximum of two days.~~ Prior approval for the reason by the appropriate manager or supervisor is required two days prior to such leave.

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Reference: California Education Code 45207

12.6 INDUSTRIAL INJURY OR ILLNESS LEAVE

~~EDUCATION CODE 45192- INDUSTRIAL ACCIDENT AND ILLNESS LEAVES FOR CLASSIFIED EMPLOYEES.~~ Governing boards of school districts shall provide by rules and regulations for industrial accident or illness leaves of absence for employees who are a part of the classified service. The governing board of any district which is created or whose boundaries or status is changed by an action to organize or reorganize districts completed after the effective date of this section shall provide by rules and regulations for these leaves of absence on or before the date on which the organization or reorganization of the district becomes effective for all purposes as provided in Section 4064.

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~~The rules and regulations shall include the following provisions:~~

- ~~(a) Allowable leave shall not be for less than 60 working days in any one fiscal year for the same accident.~~
- ~~(b) Allowable leave shall not be accumulative from year to year.~~
- ~~(c) Industrial accident or illness leave will commence on the first day of absence.~~
- ~~(d) Payment for wages lost on any day shall not, when added to an award granted the employee under the worker's compensation laws of this state, exceed the normal wage for the day.~~
- ~~(e) Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.~~
- ~~(f) When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.~~

~~The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Section 45191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation the person shall be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.~~

~~The governing board may, by rule or regulation, provide for as much additional leave of absence, paid or unpaid, as it deems appropriate and during this leave the employee may return to the person's position without suffering any loss of status or benefits. The employee shall be notified, in writing, that available paid leave has been exhausted, and shall be offered an opportunity to request additional leave.~~

~~Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.~~

~~During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off or other available leave provided by law or the action of a governing board, the employee shall endorse to the district wage loss benefit checks received under the workers' compensation laws of this state. The district, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this section.~~

~~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 the person's position, the person 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, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.~~

~~The governing board may require that an employee serve or have served continuously a specified period of time with the district before the benefits provided by this section are made available to the person provided that this period shall not exceed three years and that all service of an employee prior to the effective date of this section shall be credited in determining compliance with the requirement.~~

~~Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the governing board authorizes travel outside the state.~~

~~In the absence of rules and regulations adopted by the governing board, pursuant to this section, an employee shall be entitled to industrial accident or illness leave as provided in this section but without limitation as to the number of days of this leave and without any requirement of a specified period of service.~~

~~An employee who has been placed on a reemployment list, as provided herein, who has been medically released for return to duty and who fails to accept an appropriate assignment shall be dismissed.~~

~~This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

~~EDUCATION CODE 44043 TEMPORARY DISABILITY. Any school employee of a school district who is absent because of injury or illness which arose out of and in the course of his employment, and for which he is receiving temporary disability benefits~~

~~under the workmen's compensation laws of this State, shall not be entitled to receive wages or salary from the district which, when added to the temporary disability benefits, will exceed a full day's wages or salary.~~

~~During such periods of temporary disability so long as the employee has available for his own use sick leave, vacation, compensating time off or other paid leave of absence, the district shall require that temporary disability checks be endorsed payable to the district. The district shall then cause the employee to receive his normal wage or salary less appropriate deductions including but not limited to employee retirement contributions.~~

~~When sick leave, vacation, compensating time off or other available paid leave is used in conjunction with temporary disability benefits derived from workmen's compensation, as provided in this section, it shall be reduced only in that amount necessary to provide a full day's wage or salary when added to the temporary disability benefits.~~

- 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 ~~workmen's~~ **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 ~~workmen's~~ **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. ~~WORKMEN'S~~ **WORKERS'** 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 ~~workman's~~ **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 ~~workmen's~~ **workers'** compensation insurance benefits, he shall be entitled to use only so much of such other leave benefits which, when added to ~~workmen's~~ **workers'** compensation insurance benefits, provide for a normal full day's wage or salary.

If the employee is no longer receiving ~~workmen's~~ workers' compensation insurance benefits, but is still unable to return to work as determined by the ~~School-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 ~~School-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 to dismissal.~~
- 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 ~~workmen's~~ 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 ~~workmen's~~ worker's compensation laws.

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Reference: California Education Code 45191,45192

12.7 ABSENCE FOR JUDICIAL AND OFFICIAL APPEARANCES

~~EDUCATION CODE 44036 - LEAVES OF ABSENCE FOR JUDICIAL AND OFFICIAL APPEARANCES.~~

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~~(a) The governing board of a school district may grant leaves of absence to employees to appear as a witness in court other than as a litigant or to respond to an official order from another governmental jurisdiction for reasons not brought about through the connivance or misconduct of an employee.~~

~~(b) The governing board of a school district may grant leaves of absence to employees, in positions requiring certification qualifications, regularly called for jury duty in the manner provided for by law.~~

~~(c) The governing board may grant such leaves of absence with pay up to the amount of the difference between the employee's regular earnings and any amount he receives for jury or witness fees.~~

~~EDUCATION CODE 44037 - UNLAWFUL TO ENCOURAGE EXEMPTION FROM JURY DUTY. The governing board of any district shall grant leave of absence to any employee, serving in a position not requiring certification qualifications, regularly called for jury duty in the manner provided for by law. The governing board shall grant such leave with pay up to the amount of the difference between the employee's regular earning and any amount he received as a juror's fees.~~

~~It is unlawful for the governing board or personnel commission of any school district to adopt or maintain any rule, regulation, or policy which has as its purpose or effect a tendency to encourage employees to seek exemption from jury duty, or to directly or by indirection solicit or suggest to any employee that he seek exemption from jury duty, or to discriminate against any employee with respect to assignment, employment, promotion, or in any other manner because of such employee's service on any jury panel.~~

~~The board or personnel commission may, however, provide by rule that only a percentage of its staff, which percentage shall not be less than two percent, shall be granted such leave, with pay, at any one time. Nothing in the foregoing provisions shall preclude the district superintendent or his agent from discussing with the affected employee the practicality of seeking exemption when acceptance would tend to materially disrupt the district's operation.~~

- 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, ~~who will forward it to the Controlling Division~~. 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' MEN'S~~ 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

~~EDUCATION CODE 45190 LEAVES OF ABSENCE AND VACATIONS. Governing boards of school districts may grant leaves of absence and vacations, with or without pay, to persons employed in the classified service of the district. This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

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- 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, etc.
7. Work in another School District
8. Family Medical Leave Act (FMLA)
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 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 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 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. **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.
- G. **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

~~EDUCATION CODE 45194 BEREAVEMENT LEAVE OF ABSENCE.~~ 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.

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~~^ This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

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Reference: California Education Code 45194.

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12.13 IMMINENT DEATH LEAVE

- A. 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

- ~~A.~~ 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

- ~~A.~~ — 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

- ~~A.~~ 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 TRANSFER OF ACCUMULATED SICK LEAVE AND OTHER BENEFITS

~~EDUCATION CODE 45202 TRANSFER OF EARNED LEAVE OF ABSENCE FOR ILLNESS OR INJURY. Any classified employee of any school district, county superintendent of schools, or community college district who has been employed for a period of one calendar year or more whose employment is terminated for reasons other than action initiated by the employer for cause and who subsequently accepts employment with a school district or county superintendent of schools within one year of the termination of his or her former employment, shall have transferred with him or her to the school district or county superintendent of schools the total amount of earned leave of absence for illness or injury to which he or she is entitled under Section 45191 or 88191. This transfer shall be in the same manner as is provided for certificated employees.~~

~~In any case where an employee was terminated as a result of action initiated by the employer for cause, the transfer may be made if agreed to by the governing board of the school district or the county superintendent of schools newly employing the employee.~~

~~All or any part of the previous service, not separated by a break in service greater than one year as of the last day of paid service, may, if agreed to by the employing entity, be construed to have been served in the school district or county superintendent of schools of employment for seniority purposes, except that the previous service may not be counted, for seniority purposes, when position or personnel reduction is ordered, for any reason, by the board.~~

~~No governing board of a school district shall adopt any policy or rule, written or unwritten, which requires all classified employees or any individual classification, or group of classifications of employees transferring to its district to waive any part or all benefits which they may be entitled to have transferred in accordance with this section.~~

~~This section shall apply to school districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

~~12.18 VACATIONS~~

~~EDUCATION CODE 45197 ANNUAL VACATIONS.~~

~~(a) Every public school employer shall grant to regular classified employees an annual vacation at the regular rate of pay earned at the time the vacation is commenced. Such vacations shall be as determined by the public school employer, but not less than five-sixths of a day for each month in which the employee is in a paid status for more than one-half the working days in the month, provided the employee is regularly employed five days per week, seven to eight hours a day. An employee in a paid status for less than one-half the working days in a month shall have his vacation credit accrued on the basis provided for in subdivision (b) or (c).~~

~~(b) In lieu of accrual of vacation credit on a monthly basis and proration as prescribed in subdivision (a), a district may provide for accrual of vacation credit on any of the following bases:~~

~~(1) For all employees or classes of employees who work a full workweek of 40 hours the district shall provide .03846 hours of vacation credit for each hour of paid service, not including overtime.~~

~~(2) For all employees or classes of employees who work a full workweek of 37.5 hours the district shall provide .04087 hours of vacation credit for each hour of paid service, not including overtime.~~

~~(3) For all employees or classes of employees who work a full workweek of 35 hours the district shall provide .04379 hours of vacation credit for each hour of paid service, not including overtime.~~

~~(c) For all employees regularly employed for fewer than 35 hours a week, regardless of the number of hours or days worked per week, the vacation credit shall be computed at the rate of .03846 for each hour the employee is in a paid status, not including overtime.~~

~~(d) Vacation may, with the approval of the employer, be taken at any time during the school year. If the employee is not permitted to take his full annual vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the governing board.~~

~~(e) Earned vacation shall not become a vested right until completion of the initial six months of employment.~~

~~(f) The employee may be granted vacation during the school year even though not earned at the time the vacation is taken.~~

~~(g) If an employee is terminated and had been granted vacation which was not yet earned at the time of termination of his services, the employer shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.~~

~~(h) Upon separation from service, the employee shall be entitled to lump sum compensation for all earned and unused vacation, except that employees who have not completed six months of employment in regular status shall not be entitled to such compensation.~~

~~(i) This section shall not apply to substitute, short term, or limited term employees, as they are defined in Sections 45103 and 45286, unless such employees are specifically included by the public school employer.~~

~~(j) The public school employer may expand the benefits provided for in this section.~~

~~(k) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

~~EDUCATION CODE 45200-INTERRUPTION OR TERMINATION OF VACATION LEAVE. Governing boards of school districts may allow permanent classified employees to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies adequate notice and relevant supporting information regarding the basis of such interruption or termination.~~

~~This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.~~

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 employees 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 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 employees are entitle to utilize 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.
3. 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.
4. 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 Deputy Superintendent, Business Services~~ 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 Deputy Superintendent, Business Services~~.

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](#)

12.19 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.

12.20 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.

12.21 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.

12.22 SERVICE AS ELECTED OFFICER OF PUBLIC EMPLOYEE ORGANIZATION

~~EDUCATION CODE 45210 SERVICE AS ELECTED OFFICER OF PUBLIC EMPLOYEE ORGANIZATION; COMPENSATION; SERVICE CREDITS.~~

- (a) 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

~~The leave shall include, but is not limited to, absence for purposes of attendance by the employee at periodic, stated, special, or regular meetings of the body of the organization on which the employee serves as an officer. Compensation during the leave shall include retirement fund contributions required of the school district as employer. The employee shall earn full service credit during the leave of absence and shall pay member contributions as prescribed by subdivision (a) of Section 20603 of the Government Code. The maximum amount of the service credit earned shall not exceed eight years.~~

~~Following the school district's payment of the employee for the leave of absence, the school district shall be reimbursed by the employee organization of which the employee is elected officer for all compensation paid the employee on account of the leave. Reimbursement by the employee organization shall be made within 10 days after its receipt of the school district's certification of payment of compensation to the employee.~~

~~The leave of absence without loss of compensation provided for by this section is in addition to the released time without loss of compensation granted to representative of an exclusive representative by subdivision (c) of Section 3543.1 of the Government Code. For purposes of this section, "school district" also means "county superintendent of schools."~~

~~(b) A classified employee who after August 31, 1987, was absent on account of elected-officer service, shall receive full service credit in the Public Employees' Retirement System; provided that, not later than April 30, 1988: (1) the employee makes a written request to the employer for a leave of absence for the period of the elected-officer service, and (2) the employee organization of which the employee is an elected-officer pays to the employee's school district an amount equal to the required Public Employees' Retirement System member and employer retirement contribution, as prescribed by this section.~~

~~The school district, following this written request and payment, shall transmit the amount received to the Public Employees' Retirement System, informing it of the period of the employee's leave of absence. The Public Employees' Retirement System shall credit the employee with all service credit earned for the period of the elected-officer leave of absence.~~

~~In the event that the employee has been compensated by the school district for the period of the service, then, as a condition to the employee's entitlement to service credit for this period, the school district shall be reimbursed by the employee organization for the amount of the compensation.~~

~~The provisions of this subdivision shall apply retroactively to all service as an elected officer in a public employee organization occurring after August 31, 1987.~~

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.8

Date: May 1, 2014

Reason for
Consideration: None

Personnel Commission Rule 4.3.B.1, states that the Personnel Commission Administrator shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. All job bulletins issued are then to be ratified at the first reasonable opportunity at a Personnel Commission meeting. Accordingly, staff submits the following bulletin(s) for the consideration of the Personnel Commission:

| <u>TITLE</u> | <u>TYPE</u> | <u>NUMBER</u> | <u>PAGE</u> |
|---|-------------|---------------|-------------|
| Administrative Coordinator – Construction | Dual | 14-0096-5187 | 2 |
| Assistant Purchasing and Contracts Director | Dual | 14-0095-0777 | 4 |
| Human Resources Technician | Dual | 14-0097-3352 | 6 |
| Nutrition Services Worker | Dual | 14-0103-5068 | 8 |

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 8,000 people, making it the largest employer in Long Beach.

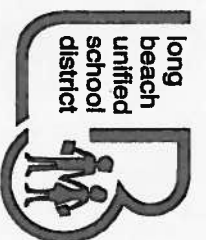
LBUSD is one of the world's top 20 school systems — and one of the top three in the U.S. — in terms of sustained and significant improvements, according to a report described as the most comprehensive analysis of global school system reform ever assembled. The study was conducted by McKinsey & Company, 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.

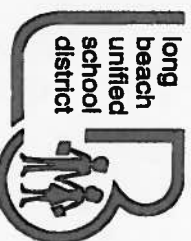
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An Exciting Career Opportunity Awaits You At **LONG BEACH UNIFIED SCHOOL DISTRICT**

ADMINISTRATIVE COORDINATOR- CONSTRUCTION

**ANNUAL SALARY
\$96,726 - \$113,577**



JOB SUMMARY

Under administrative direction of the Executive Director, an incumbent in the Administrative Coordinator -- Construction position assists in the planning, organization and direction of the activities and operations of the Facilities Planning and Management Branch and oversees the daily activities involved in the delivery of services within various units of the Branch. The position requires the ability to coordinate multiple tasks and oversee various functions to assure achievement of operational objectives. Incumbents will coordinate activities with District site administrators, community members and representatives, vendors, architects and public agencies to assure the facility planning process meets stated objectives in a timely manner, and perform related duties as assigned.

The salary is \$96,726 - \$113,577 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

12 months, 100% FTE position. The current vacancy is located in the Facilities Planning and Management Branch

For full details regarding the position, go to our website, select Class Specifications, choose Facilities, Planning, Engineering, and Construction, then Administrative Coordinator - Construction.

IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in construction management, architecture or a related field. A Master's degree in one of the above-mentioned fields is desirable. Licensure as a registered Architect or Engineer is desired.

Additionally, candidates are required to four years of management-level experience in construction. Experience in educational construction is preferred.

Any other combination of training and/or experience which demonstrates that an applicant is likely to possess the required skills, knowledge, and abilities may be considered.

SPECIAL REQUIREMENTS:

Positions in this classification require the use of a personal automobile and possession of a valid California Class C driver's license.

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 disqualification and/or rejection of the eligible regardless of any other standing.

Incumbent in this classification may be required to wear protective clothing, gear and equipment as required by law.

SELECTION PROCEDURE

This examination process will consist initially of a "paper screening" of the applicant's training, background, experience, and evaluation of responses on a supplemental application. Candidates whose background, skills, and expertise most closely match that which we are seeking, will be invited to continue in the selection process. This process may be comprised of one or any combination of the following: written examination(s), qualifications appraisal oral examination; performance examination; or technical oral examination, scored on a job-related basis. Attendance will be at the applicant's expense. 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.

Only the most highly qualified candidates will be invited to continue in the examination process.

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. Completed online forms must be received no later than:

Final Filing date:

4:30 p.m. Thursday, April 24, 2014.

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.

Long Beach Unified School District
Personnel Commission Office
999 Atlantic Avenue, 3rd Floor
Long Beach, California 90813
(562) 435-5708

www.lbschools.net/Main_Offices/Personnel_Commission

WE ARE AN EQUAL OPPORTUNITY TITLE VI/MERIT SYSTEM EMPLOYER

Manoel P. P. 4/22/14

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 8,000 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

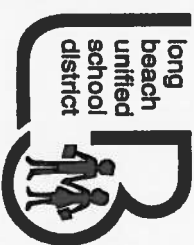
Long Beach, the International City and home of the Queen Mary and the Aquarium of the Pacific, is a modern, progressive city with a population of approximately 492,000, the second largest city in Los Angeles County. Long Beach enjoys a moderate year-round climate. The city's location offers easy access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

DUAL EXAM 14-0095-0777 DP

**An Exciting Career
Opportunity
Awaits You At**

LONG BEACH UNIFIED SCHOOL DISTRICT ASSISTANT PURCHASING AND CONTRACTS DIRECTOR

**\$84,452 — \$99,154
Annually**



JOIN THE TOP URBAN SCHOOL DISTRICT IN THE NATION

Come join the top Urban School District in the Nation, Long Beach Unified School District. We are seeking a proactive, visionary to fill the position of Assistant Purchasing and Contracts Director. Under the direction of the Purchasing and Contracts Director, an incumbent in this class is expected to assist in the planning, organization and direction of the activities and operations of the Purchasing and Contracts Branch including the purchase of supplies, books and equipment, central warehousing services, reprographics services, bidding and preparation of contracts and civic facilities use; supervise and evaluate the performance of assigned personnel, perform related duties as assigned.

The salary is \$84,452 to \$99,154 annually, with excellent benefits and retirement package with access to IRS Codes 403(b) or 457(b) savings opportunities.

For full details regarding the position, go to our website, select Class Specifications; choose Purchasing, Stores and Reprographics then Assistant Purchasing and Contracts Director.

THE IDEAL CANDIDATE

Successful candidates will have a Bachelor's degree in public administration, business administration or a closely related field.

Additionally, candidates will have four years of experience in purchasing, warehousing and contract administration in a large organization including one year in a supervisory or management capacity. Experience within an educational or governmental agency is highly preferred.

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

SPECIAL REQUIREMENTS

Positions in this classification require the use of a personal automobile and the possession of a valid California Class C driver's license at the time of application.

OUR QUALIFYING PROCESS

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.

HOW TO APPLY

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%20Commission/). 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.

A resume will not substitute for the required forms. Completed forms must be received no later than:

4:30 p.m. Thursday, May 1, 2014

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) 435-1018
www.lbschools.net/Main/Offices/Personnel_Commission/



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562) 435-5708

24 Hour Job Hotline: (562) 491-JOBS
www.lbschools.net/Main_Offices/Personnel_Commission/

HUMAN RESOURCES TECHNICIAN - 3352

Applications will be accepted online for **two days ONLY**, on Monday, May 12, 2014 and Tuesday, May 13, 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> |
|---------------------|--------------|-----------------|------------------|------------------|------------------|
| <u>MONTHLY:</u> | \$3,265 | \$3,444 | \$3,633 | \$3,834 | \$4,044 |
| <u>HOURLY:</u> | \$18.84 | \$19.88 | \$20.97 | \$22.14 | \$23.35 |

Plus 3% salary increase approved by the Board of Education on March 18, 2014

JOB INFORMATION: Permanent 12-month 100% position. The current vacancy is located in Human Resources Services.

APPLICATION:

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 any assistance needed with completing your online application Monday – Thursday; 8:00 – 4:00.

JOB SUMMARY: Under the direction of an assigned supervisor, will perform a variety of complex and technical personnel duties in support of the District's classified or certificated human resources program; coordinate and participate in one or more technical personnel functions; serve as a technical resource for assigned staff in specific functions within classified or certificated units; and perform related duties as required.

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:

Graduation from high school is required. College course work in human resources, business, English, social science or related field is highly desirable.

EXPERIENCE:

Three years of clerical experience in a Human Resources or Personnel office. Experience in a public agency Human Resources or Personnel office is desirable **OR** one year of experience as a Human Resources Assistant with LBUSD **OR** three years of experience with LBUSD at the level of Intermediate Office Assistant.

SPECIAL:

(1) Some positions in this classification may require the use of a personal automobile and possession of a valid California driver's license. (2) 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.

SELF-CERTIFICATION: In addition, all candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute. Demonstrated proficiency will be expected during the probationary period for the class.

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 TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0097-3352 DP
Dual Examination

AmB...

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.



2008 Finalist
the broad prize
for Urban Education



Classified Employment Opportunity

APPLY TO:

Personnel Commission, Long Beach Unified School District
999 Atlantic Avenue, 3rd Floor, Long Beach, CA 90813 Office: (562)435-5708

24 Hour Job Hotline: (562) 491-JOBS

www.lbschools.net/Main_Offices/Personnel_Commission

NUTRITION SERVICES WORKER – 5068

Final Filing Date: 4:30 p.m., Wednesday, May 21, 2014

SUBSTITUTE SALARY: \$12.57

| <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> |
|---------------------|--------------|-----------------|------------------|------------------|------------------|
| <u>HOURLY:</u> | \$12.57 | \$13.27 | \$13.99 | \$14.77 | \$15.58 |

JOB INFORMATION:

POSITIONS IN THIS ENTRY CLASS GENERALLY RANGE FROM 2 - 3 HOURS PER DAY, DURING MIDDAY HOURS. THE CURRENT NEED IS FOR SUBSTITUTES.

THE ELIGIBLE LIST OF SUCCESSFUL CANDIDATES MAY ALSO BE USED TO FILL FUTURE PERMANENT VACANCIES AS THEY OCCUR.

APPLICATION:

Candidates are strongly encouraged to submit applications online via the Personnel Commission website: www.lbschools.net/Main_Offices/Personnel_Commission/. Commission staff is available if assistance is needed in completing your online application. Application must be made on official application and supplemental application forms obtained from the Personnel Commission.

JOB SUMMARY: Under close supervision, assist in quantity preparation, packaging and serving of hot and cold menu items at an assigned school site or the central kitchen; assist in maintaining nutrition service facilities and equipment in a clean and sanitary condition; 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 eighth grade.

EXPERIENCE:

Individuals who possess the required knowledge and abilities are presumed to meet basic standards of experience necessary to achieve performance expectations in the work environment.

SPECIAL REQUIREMENTS:

Accepting employment in a permanent (non-substitute) 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. 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.

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WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0103-5068 Open th

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: May 1, 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 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

CERTIFIED TO BE CORRECT: Gail McMahon DATE: April 25, 2014

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Annual Election of Officers for 2014-2015

PAGE: 10.1.1

Date: May 1, 2014

Reason for
Consideration: Action

Personnel Commission Rule 2.6 *Election of Officers* states:

“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 it is recommended that a new chairperson and vice-chairperson be elected at this time.