



PERSONNEL COMMISSION

PLEASE POST

MEETING AGENDA

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

November 14, 2013
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 October 31, 2013

Action

8. ITEMS FOR DISCUSSION AND/OR ACTION

8.1 Staff Report: Instructional Assistant – Intensive
Behavioral Treatment

Discussion

8.2 Revisions to the Rules and Regulations of the
Classified Service, Chapter X (First Reading)

Discussion

9. BULLETINS AND TESTING ACTIONS

9.1 Bulletins – Per Personnel Commission Rule 4.6.B

Action

9.2 Eligibility Lists – Per Personnel Commission Rule 5.1.A

Action

10. OTHER ITEMS

11. The next regular scheduled meeting of the Personnel Commission will be held on November 28, 2013 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 October 31, 2013

PAGES: 7.1.1 – 7.1.5

Date: November 14, 2013

Reason for
Consideration: Action

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

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

COMMISSION MEMBERS PRESENT

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

STAFF MEMBERS PRESENT

Gail McMahon, Ed.D., Executive Officer
Marilyn Balmer, Personnel Analyst
Susan Learning, Personnel Analyst
Dale Culton, Certification Services Manager
Maria Lynn Braunstein, Associate Personnel Analyst
Mary Cates, Human Resources Supervisor
Adriana Araujo-Honorio, Staff Secretary
Susan Brister, Human Resources Technician
Tammie Hirth, Human Resources Technician

PRELIMINARY

Guests: Les Leahy, Business Services Administrator; Valeeta Pharr, CSEA Chapter 2 President; Dan Ewaskey, CSEA Unit B -Vice-President; Rhonda Peltier, Intermediate Office Assistant; Gary Pullman, Instructional Assistant – Intensive Behavioral Treatment.

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

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

None

REPORT FROM THE EXECUTIVE OFFICER

REPORT FROM THE EXECUTIVE OFFICER

Gail McMahon, Executive Officer, announced the new dates for the move of the Personnel Commission offices. The Personnel Commission will be closed from Friday, January 24, thru Monday, January 26, 2014. Normal operations are scheduled to resume on January 27th at the Monroe site.

Due to the presentation of the Personnel Commission Annual Report later on the agenda, staff will forego their reports.

MINUTES

MINUTES

The Commission approved the minutes of the October 17, 2013 Personnel Commission meeting. It was moved by Commissioner Ulaszewski to approve the minutes. Vice-Chairperson Lewis seconded the motion. The motion was carried and approved.

CLASSIFICATION/RESTRUCTURE

CLASSIFICATION/RESTRUCTURE

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 submitted the attached classification recommendations for the consideration of the Commission. It was moved by Commissioner Ulaszewski and seconded by Vice-Chairperson Lewis to approve the classification recommendation. The motion was carried and approved. The following classification recommendation was approved by the Commission.

REVISION OF CLASSIFICATION SPECIFICATION

REVISION OF CLASSIFICATION SPECIFICATION

Network Specialist

SUBSTITUTE ASSIGNMENTS

SUBSTITUTE ASSIGNMENTS

Vice-Chairperson Lewis made a motion to open the discussion on substitute assignments. Commissioner Ulaszewski seconded the motion. Dr. McMahon provided a brief history of how substitutes are assigned in the District and why they are assigned in the manner in which they are assigned. If substitutes are used in vacant positions they become "tainted" and are released from working 6 months from the date they became tainted. The time required to pass before the tainted employee is allowed to return to work has been set at 3 months. When the Commission brings on substitute employees they enter the individual in the AESOP substitute system. The AESOP substitute system is programmed to assign laid off employees first. If the laid off employee does not accept the assignment, AESOP allows for other individuals to pick up the assignments. Further discussion included comments on the fact that it is a substitute's choice to decline assignments. Staff clarified all substitutes are paid once per pay period. Vice-Chairperson Lewis made a motion to file the information received. Commissioner Ulaszewski seconded the motion and asked the Executive Officer to contact Ms. Emmons who made the inquiry at the last Commission meeting to explain the process and answer her specific questions. The motion was carried unanimously.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 15920723 was not present. The Commission moved this item to Closed Session.

REMOVAL FROM ELIGIBILITY LIST

REMOVAL FROM ELIGIBILITY LIST

Staff submitted a recommendation to remove a name from current eligibility lists per Personnel Commission Rule 4.2.A.8. Appellant 16509008 was not present. The Commission moved this item to Closed Session.

BULLETINS

BULLETINS

Personnel Commission Rule 4.6.B.1, states that the Personnel Commission Executive Officer shall be responsible for issuing job announcement bulletins to publicize recruitment and examination processes. It was moved by Commissioner Ulaszewski to approve the bulletins. Vice-Chairperson Lewis seconded the motion. The motion was carried and the bulletins were ratified.

Job Developer – Bilingual Spanish	Dual	14-0035-5186
Kids' Club Assistant	Dual	14-0036-0694
Kids' Club Lead Assistant	Dual	14-0037-0515
Nutrition Services Operations Coordinator	Dual	14-0038-5063

ELIGIBILITY LISTS

ELIGIBILITY LISTS

Personnel Commission Rule 5.1.A, states that the Personnel Commission Executive Officer shall be responsible for establishing eligibility lists as a result of examination processes authorized by these rules. Vice-Chairperson Lewis made a motion to discuss the bulletins. Commissioner Ulaszewski seconded the motion. Vice-Chairperson asked if the extended lists had any certification of names. Personnel Analyst Balmer reviewed the status of each list and if names were certified from those lists. Commissioner Ulaszewski moved for approval of the lists. The motion was seconded by Vice-Chairperson Lewis. The following eligibility lists were approved.

Grounds Supervisor – High School	Open/Promotional	14-0017-5032
List Valid: 10/23/13 – 10/23/14		
Total applications received: 38	Total invited to exam: 3	
No. Passed: 2 No. Failed: 0 No. Withdrew: 1 No. Screened Out: 35		

Grounds Supervisor – High School	Open/Promotional	14-0017-5032
List Valid: 10/23/13 – 10/23/14		
Total applications received: 6	Total invited to exam: 5	
No. Passed: 5 No. Failed: 0 No. Withdrew: 0 No. Screened Out: 1		

EXTENDED ELIGIBILITY LISTS

Assistant Purchasing and Contracts Director	Dual	13-0013-0777
Extended list expiration date: 10/19/14	Extend list period: 1 year	
Total eligibles on list: 7		
No. of Current Eligibles: 4	No. of waivers or removals: 3	

Campus Security Officer	Dual	13-0003-5011
Extended list expiration date: 10/02/14	Extend list period: 1 year	
Total eligibles on list: 6		
No. of Current Eligibles: 5	No. of waivers or removals: 1	

Choral Accompanist	Dual	13-0005-0122
Extended list expiration date: 10/12/14	Extend list period: 1 year	
Total eligibles on list: 8		
No. of Current Eligibles: 4	No. of waivers or removals: 4	

OTHER ITEMS

OTHER ITEMS

Gary Pullman, Instructional Assistant – Intensive Behavioral Treatment, spoke to the Commission about the distribution of 40 hour assignments and promotional credits for education in his department. A discussion ensued resulting in the Commission directing the Executive Officer to prepare a report for the next Commission meeting regarding the issues discussed.

Ms. Pharr updated the Commission on some of the activities she attended including the meeting with staff at Hill Middle School when the announcement was made that the school would be phased out over a period of several years.

Chairperson Vaughan announced she received an award for her 15 years of service with CSEA.

Vice-Chairperson Lewis spoke about the CSULB Career and College Exploration Night she attended.

Commissioner Ulaszewski thanked the Veterans for their service.

PRESENTATION OF ANNUAL REPORT

PRESENTATION OF ANNUAL REPORT

Dr. McMahon explained that the Education Code requires the Personnel Commission to prepare an Annual Report to present to the Board of Education. The Report's function is to inform the Board of Education about the activities of the Personnel Commission during the preceding fiscal year.

Dr. McMahon delivered a PowerPoint presentation of the Annual Report for the Commission's review and consideration. Following comments and discussion, the Commission accepted the Annual Report and directed the Executive Officer to present it to the Board of Education at the next Board Workshop.

NEXT MEETING

NEXT MEETING

The next regular meeting of the Personnel Commission will be held on Thursday, November 14, 2013, 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 at 9:41 a.m. to consider the recommendations to remove candidate: 15920723, and 16509008 from current eligibility lists.

RETURN TO OPEN SESSION

RETURN TO OPEN SESSION

The Personnel Commission returned to Open Session at 9:52 a.m. The following reportable action was taken during Closed Session:

The Commission acted to sustain staff's recommendation to remove candidate 15920723 from current eligibility lists. They instructed the Executive Officer to notify the candidate of the decision.

The Commission acted to remove candidate 16509008 from eligibility list but determined that this would not be a permanent bar from future employment with the District but would allow the candidate to reapply after July 1, 2014. They instructed the Executive Officer to notify the candidate of the decision and encourage the candidate to reveal all facts on future applications so as to avoid a cause for rejection.

ADJOURNMENT

ADJOURNMENT

There being no further business, at 9:53 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: **Staff Report: Instructional Assistant –
Intensive Behavioral Treatment**

PAGES: 8.1.1

Date: **November 14, 2013**

**Reason for
Consideration: Discussion**

At the Personnel Commission meeting of October 31, 2013 the Personnel Commission directed staff to prepare a report regarding Instructional Assistant – Intensive Behavioral Treatment.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

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

PAGES: 8.2.1- 8.2.26

Date: November 14, 2013

**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 revisions, for the first reading.

REVISION OF RULES AND REGULATIONS

PAGE

Chapter X (First Reading)

2

CHAPTER X COMPENSATION

10.1 SALARY ADVANCEMENT WITHIN A CLASS

~~EDUCATION CODE 45621 SUBJECTS OF RULES. The rules shall provide for the procedures...regarding...compensation within classification...~~

~~EDUCATION CODE 45160 POWER OF GOVERNING BOARD TO FIX COMPENSATION. The governing board of any school district, including city boards of education, shall fix and order paid the compensation of persons a part of the classified service and other employees not requiring certification qualifications employed by the board unless otherwise prescribed by law.~~

~~EDUCATION CODE 45162 SALARY OF EMPLOYEES NOT REQUIRING CERTIFICATION QUALIFICATIONS.~~

~~(a) The governing board of any school district shall, not later than the date prescribed by law for approval of the publication budget of every year, fix the annual salaries for the ensuing school year for all persons employed by the district in positions not requiring certification qualifications. The governing board may, at the time, include an increase in such annual salaries, all or part of which increase is conditional upon the actual receipt by the district of anticipated revenue from all sources. If the revenue actually received is less than that anticipated, the governing board may, at any time during the school year, reduce such annual salaries by an amount not to exceed the amount which was granted subject to the receipt of such revenue.~~

~~(b) The governing board of a school district may, at any time during the school year, increase the salaries of persons employed by the district in positions not requiring certification qualifications. Such increase shall be effective on any date ordered by the governing board.~~

~~(c) A governing board may, at any time, increase the wages or salaries of classified employees if the board, or in a merit system district, the Personnel Commission approves a classification change in a position, a class of positions, or any or all of the positions or classes of positions a part of the classified service.~~

~~(d) The provisions of this section shall not be construed to permit a governing board to demote or dismiss an employee as a result of reclassification of a position or class of positions except as may otherwise be permitted by law.~~

~~(e) 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 45163 REVISION OF SALARIES, ALTERNATIVE METHODS. If the governing board of a school district cannot comply with the provisions of~~

subdivision (a) of Section 45162 because it is engaged in a study, which was commenced prior to the commencement of the school year, to increase the salaries and wages of persons employed by such district in positions not requiring certification qualification; the board may, by appropriate action taken prior to the final adoption of its budget, do either of the following:

(a) Adopt an interim salary schedule which shall be the same schedule as for the preceding year, except that increases may be granted at that time based upon increased cost of living indexes, and provide that the salaries and wages fixed as a result of the study shall be payable for the entire school year to include the period thereof in which the study was conducted and final board action taken.

(b) Provide that the salaries and wages fixed as a result of the study shall be effective only for that portion of the school year, as determined by the Board at the time it takes action after the study has been completed. "Portion of the school year," as used in this subdivision shall not be for any period of time less than the period of time remaining in the school year from the date the governing board adopts the salary schedule based on the study commenced prior to that school year.

EDUCATION CODE 45169 EMPLOYMENT SALARY DATA PROVIDED EMPLOYEES. Upon initial employment and upon each change in classification thereafter, each classified employee shall be furnished two copies of his class specification, salary data, assignment or work location, together with duty hours and the prescribed workweek. The salary data shall include the annual, monthly or pay period, daily, hourly, overtime and differential rate of compensation, whichever are applicable. One copy shall be retained by the employee and the other copy shall be signed and dated by the employee and returned to his supervisor.

The provisions of this section shall not apply to short-term, limited-term, or provisional employees, as those terms are defined in this chapter.

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

EDUCATION CODE 45268 SALARY SCHEDULE FOR THE CLASSIFIED SERVICE. The Commission shall recommend to the governing board salary schedules for the classified service. The governing board may approve, amend, or reject these recommendations. No amendment shall be adopted until the Commission is first given a reasonable opportunity to make a written statement of the effect the amendments will have upon the principle of like pay for like service. No changes shall operate to disturb the relationship which compensation schedules bear to one another, as the relationship has been established in the classification made by the Commission.

EDUCATION CODE 45166 TIME OF PAYMENT OF COMPENSATION. Orders for the payment of wages and payroll orders and warrants for the payment of wages of

employees a part of the classified service in any public school system shall be drawn at least once during each calendar month, for those districts not using the provisions of Sections 42644, 42645 or 42646 of this code. Such payment shall be made on the last working day of the month in which the employee was in paid status.

This section shall not prohibit a school district from making a payment of earned salary prior to the last working day of the pay period or of the month.

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 45167 ERROR IN SALARY. Whenever it is determined that an error has been made in the calculation or reporting in any classified employee payroll or in the payment of any classified employee's salary, the appointing authority shall, within five workdays following such determination, provide the employee with a statement of the correction and a supplemental payment drawn against any available funds.

EDUCATION CODE 45168 PAYROLL DEDUCTIONS.

(a) Except as provided in subdivision (b) the governing board of each school district when drawing an order for the salary or wage payment due to a classified employee of the district may, without charge, reduce the order by the amount which it has been requested in a revocable written authorization by the employee to deduct for the payment of dues in, or for any other service provided by, any bona fide organization, of which he is a member, whose membership consists, in whole or in part, of employees of such district, and which has as one of its objectives improvements in the terms or conditions of employment for the advancement of the welfare of such employees.

The revocable written authorization shall remain in effect until expressly revoked in writing by the employee. Whenever there is an increase in the amount required for such payment to the organization, the employee organization shall provide the employee with adequate and necessary data on such increase at a time sufficiently prior to the effective date of the increase to allow the employee an opportunity to revoke the written authorization, if desired. The employee organization shall provide the public school employer with notification of the increase at a time sufficiently prior to the effective date of the increase to allow the employer an opportunity to make the necessary changes and with a copy of the notification of the increase which has been sent to all concerned employees.

Upon receipt of a properly signed authorization for payroll deduction by a classified employee pursuant to this section, the governing board shall reduce such employee's pay warrant by the designated amount in the next pay period following the closing date for receipt of changes in pay warrants.

The governing board shall, on the same designated date of each month, draw its order upon the funds of the district in favor of the organization designated by the employee for an amount equal to the total of the respective deductions made with respect to such organization during the pay period.

The governing board shall not require completion of a new deduction authorization when a dues increase has been effected or at any other time without the express approval of the concerned employee organization.

(b) The governing board of each school district when drawing an order for the salary or wage payment due to a classified employee of the district may, without charge, reduce the order for the payment of dues to, or for any other service provided by, the certified or recognized organization of which the classified employee is a member, or for the payment of service fees to the certified or recognized organization as required by an organizational security arrangement between the exclusive representative and a public school employer as provided under Chapter 10.7 (commencing with Section 3540) Division 4 of Title 1 of the Government Code. However, the organizational security arrangement shall provide that any employee may pay service fees directly to the certified or recognized employee organization in lieu of having such service fees deducted from the salary or wage order.

(c) 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 45165 PAYMENT OF COMPENSATION OF EMPLOYEES EMPLOYED FOR LESS THAN 12 MONTHS A YEAR.~~ The governing board of any school district not paying the annual or monthly salaries of persons employed by the district in 12 equal monthly payments may withhold, upon election by the individual employee, from each payment made to such employee an amount as follows:

(a) For an employee employed 11 months of a year an amount equal to 8 1/3 percent thereof and the total amount deducted to be paid not later than the tenth day of September next succeeding;

(b) For an employee employed 10 months of a year an amount equal to 16 2/3 percent thereof and the total amount deducted to be paid in two equal monthly installments not later than the tenth day of August and the tenth day of September next succeeding;

(c) For an employee employed nine months a year an amount equal to 25 percent thereof and the total amount deducted to be paid in three equal monthly installments not later than the tenth day of July, the tenth day of August and the tenth day of September next succeeding;

If the provisions of Section 42644 are made applicable to any district the provisions of this section shall apply except that the amount deducted from each regular pay period and

~~ultimate dates for payment of the amount deducted shall be computed and set in accordance with the system adopted under Section 42644.~~

~~Once an employee has elected to be brought under the provisions of this section such election shall not be revocable until the commencement of the next ensuing fiscal year. However, in the event any employee leaves the service of the district by death or otherwise before receiving such moneys as may be due him, the amount due him shall be paid within 30 days of the last working day to him or any other person entitled thereto by law.~~

~~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. **PAY PERIOD DEFINED.** For purposes of compensation, a "pay period" is a period of 20 consecutive working days.
- B. **STEP ADVANCEMENT.** Except as permitted by Section G, each full or part-time regular employee subject to a six month probationary period shall advance to the next higher step in the applicable salary range as follows:

Initial Step:

First day of assignment through completion of the six (6) months or 130 days of probationary work, whichever is longer.

Following Step:

The day following completion of the six (6) month or 130 days of probationary work (which is known as the employee's step anniversary date) through completion of one additional year of service. (Positions designated in Rule 7.1. ~~AB~~ serve a one year probationary period. However, advancement to the first following step shall occur as above, following the six month or 130 day period, whichever is longer.)

Following Step:

The employee's anniversary date through completion of one additional year of service.

Following Step:

The employee's anniversary date through completion of one additional year of service.

Following Step:

The employee's anniversary date through completion of one additional year of service.

- C. **CREDITABLE PAY PERIOD.** A creditable pay period is one in which the employee is compensated for 75% or more of the working days in a given pay period. Fifty percent or more of an employee's pay periods a year must be creditable for service to qualify as one service year, as follows:
1. 12-month calendar employees - 7 pay periods
 2. 217-day work year employees - 6 pay periods
 3. school session employees - 5 pay periods
- D. **YEAR OF SERVICE.** For computing "year of service" for compensation purposes, the yearly basis upon which employees are elected shall be used, ~~namely, twelve calendar months, or other basis.~~
- E. **LEAVE OF ABSENCE.** Employees on leave of absence to attend school for the purpose of improving their efficiency in the work for which they are employed by the Board of Education, as determined by the Department Head under whom the employees serve, shall be permitted to include such time toward qualifying for advancement to the next higher step in the salary range upon return to active service.
- F. **SALARY ON REINSTATEMENT.** Any employee who is reinstated following resignation or reemployed following a layoff for lack of work or lack of funds to a position in the same class in which he had acquired status, under the provisions of Rule 9.3 within 39 months from the last day of paid employment, shall receive the same step in the salary range as at the time of resignation or displacement, provided such salary shall not exceed the maximum salary step for the class to which he shall be assigned.
- Reference: California Education Code 45309
- G. **EMPLOYMENT AT ADVANCED RATE.** New employees shall normally be hired at the first step in the salary range for the class. New employees ~~who exceed the minimum qualifications for the class in which they are selected with exceptional or unusual qualifications~~ may be employed at higher steps in the salary range by special action of the Board of Education. Factors that shall be considered in determining advanced salary step placement are recruitment difficulty, exceptional or unique qualifications and total compensation.
- H. **SATISFACTORY PERFORMANCE RATING REQUIRED.** In order to qualify for advancement to a higher step in the salary range, the last performance report of the employee filed must indicate a level of overall performance not lower than "satisfactory." Advances to a higher step in the salary range may be made to employees with lower ratings upon written recommendation of the Department Head, and with the approval of the Personnel Commission.

- I. **SALARY STEP ON PROMOTION.** A promotion in rank shall result in an employee advancing to that step in the salary range for the class to which promoted that is at least one step (5.5%) above the rate the employee is receiving in the regular (probationary or permanent) class from which promoted, but not more than the maximum of the new class to which promoted. Additional advances in the salary range for the class to which promoted will be made in accordance with the principle established in the Rule 10.B on step advancement.
- J. **WITHHOLDING SALARY ADVANCEMENT.** The Board of Education may withhold a progressive advancement for all employees within a class on an annual basis when such action becomes necessary in order to serve the best interests of the School District.

10.2 SALARY AFTER POSITIONS OR CLASSIFICATIONS ARE RECLASSIFIED, NEWLY CLASSIFIED, OR REALLOCATED.

- A. **UPWARD.** Salary eligibility shall be determined when an incumbent has been placed in a higher class and at which time his/her rate will be adjusted to the nearest higher amount in the new range; however, the increase shall not be less than an amount equal to a one-step increase (5 1/2 percent) in the incumbents present salary rate, provided that such an increase is not more than the maximum salary range rate for the higher class.
- B. **DOWNWARD.** When a regular classified employee, whether probationary or permanent, is demoted to a position in a lower salary range by an action of the Commission to a newly classified, reclassified, or reallocated position, and the employee has been performing satisfactorily, and no vacancy exists to which he can be transferred without a salary change, the employee's salary shall be continued as a Y-rate. The Y-rate shall terminate on the earlier of these dates:
 - 1. The effective date of an annual salary increase which results in the Y-rate falling within the salary range of the class to which the position was reclassified.
 - 2. The date a vacancy exists in the same class from which the employee was Y-rated; if the employee does not accept the vacancy, but elects to remain in his present position, the Y-rate shall terminate.
 - 3. On the date the Y-rate terminates, salary eligibility shall be determined when an incumbent has been placed in the lower class and at which time his/her rate will be adjusted to the nearest dollar amount of his/her current salary rate provided it does not result in an increase that is more than the maximum salary range rate for the lower class nor an amount equal to more than a one-step increase (5 1/2 percent) in the incumbent's present salary.
- C. **AT THE SAME LEVEL.** Incumbents shall remain at the same step.

- D. **REALLOCATION OF CLASSIFICATIONS.** A reallocation of a classification is a change from one salary range to another salary range and includes all positions allocated to the class at the time of the change. Reallocation is based on (1) findings that compensation for a classification are significantly different from market survey data and/or (2) maintenance of the organization's internal relationships with other classifications within and among job families of the classification plan. The Personnel Commission ~~Executive Officer-Administrator~~ shall determine and direct the methodology for reallocation studies and make recommendations to the Personnel Commission.

10.3 CIVIC CENTER AND ADDITIONAL SCHOOL ACTIVITY ASSIGNMENTS - NOT INCLUDING THOSE FOR RECREATION LEADERS AND SUPERVISORS

- A. **ELIGIBILITY FOR ASSIGNMENTS.** Classified employees shall be eligible to receive assignments for work at Civic Center or additional school or community activities in addition to their regular work assignments. ~~Such assignments shall be made by the Custodian-Foreman who shall divide these assignments as fairly as possible among eligible employees.~~

An employee may receive a Civic Center or additional school or community activity appointment whose regular assignment is concurrent with or overlaps the time specified for the additional activity. However, payments for the additional activity will be made only for the actual time worked in excess of the regular daily assignment.

- B. **PRIORITY OF ASSIGNMENTS.** Priority for such assignments shall be given to employees ~~whose regular permanent assignment most closely matches the duties performed in custodian and groundskeeping classes.~~ However, when employees in such classes are not available, other classified employees may be used.
- C. **COMPENSATION IN EMPLOYEE'S CLASS.** If the assignment is for work that would be within the scope of the classification of the employee, the employee shall be paid at his regular rate.
- D. **OVERTIME RATE.** Work performed under the provisions of this section shall be compensated as provided under the provisions of Rule 10.4 (Overtime Rule.)

10.4 OVERTIME

~~EDUCATION CODE 45127 WORKWEEK. The workweek of a classified employee, as defined in Section 45103 or Section 45256, shall be 40 hours. The workday shall be eight hours. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the district. Nothing in this section shall be deemed to bar the district from establishing a workday of less than eight hours or workweek of less than 40 hours for all or any of its classified positions.~~

Notwithstanding the provisions of this section and Section 45128, a governing board may, with the approval of the Personnel Commission, where applicable exempt specific classes of positions from compensation for overtime in excess of eight hours in one day, provided that hours worked in excess of 40 in a calendar week shall be compensated on an overtime basis. Such exemption shall be applied only to those classes which the governing board and Personnel Commission, where applicable, specifically find to be subject to fluctuations in daily working hours not susceptible to administrative control, such as security patrol and recreation classes, but shall not include food service and transportation classes.

— 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 45128 OVERTIME.~~ The governing board of each district shall provide the extent to which, and establish the method by which ordered overtime is compensated. The board shall provide for such compensation or compensatory time off at a rate at least equal to time and one-half the regular rate of pay of the employee designated and authorized to perform the overtime.

— Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. If a governing board establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime. The foregoing provisions do not apply to classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established, nor to positions for which a workday of eight hours and a workweek of 40 hours has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained.

— For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensating time off, or other paid leave of absence shall be considered as time worked by the 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.

~~EDUCATION CODE 45129 COMPENSATORY TIME OFF.~~ When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be

~~granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the employing 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 45130 EXCLUSION FROM OVERTIME PROVISIONS.~~

~~Notwithstanding the provisions of Sections 45127 and 45128, a Personnel Commission, when applicable, or a governing board of a school district may specify certain positions or classes of positions as supervisory, administrative, or executive and exclude the employees serving in such positions and the positions from overtime provisions.~~

~~To be excluded from such overtime provisions, the positions or classes of positions must clearly and reasonably be management positions. In approving positions or classes of positions for exclusion from the overtime provisions, the Personnel Commission, when applicable, or the governing board of a school district shall certify, in writing, that the duties, flexibility of hours, salary, benefit structure, and authority of the positions or classes of positions are of such nature that they should be set apart from those positions which are subject to the overtime provisions, and that employees serving in such excluded positions or classes of positions will not be unreasonably discriminated against as a result of the exclusion.~~

~~Notwithstanding the provisions of this section, if a person serving in an excluded position is required to work on a holiday, as provided for in this code, or by action of a governing board, he shall be paid, in addition to his regular pay for the holiday, compensation, or given compensating time off, at a rate not less than his normal rate of pay.~~

~~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 45131 OVERTIME; LENGTH OF WORKDAY; WORKWEEK.~~

~~Notwithstanding the provisions of Section 45127, the workweek shall consist of not more than five consecutive working days for any employee having an average workday of four hours or more during the workweek. Such an employee shall be compensated for any work required to be performed on the sixth or seventh day following the commencement of the workweek at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.~~

~~An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his workweek, be compensated for at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.~~

- ~~Positions and employees excluded from overtime compensation pursuant to Section 45130 shall likewise be excluded from the provisions of this section.~~
- ~~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 45132 ESTABLISHMENT OF FOUR CONSECUTIVE-DAY WORKWEEK. Notwithstanding the provisions of Section 45131, a governing board of a district may establish a 10-hour-per-day, 40-hour, four consecutive-day workweek for all, or certain classes of its employees, or for employees within a class when, by reason of the work location and duties actually performed by such employees, their services are not required for a workweek of five consecutive days, provided the establishment of such a workweek has the concurrence of the concerned employee, class of employees, or classes of employees as ascertained through the employee organization representing a majority of the concerned employees or class, or classes of employees, as determined by the payroll deduction authorization for dues and classified employee organizations on file with the district on the last day of the month next preceding the date the board action was taken.~~
- ~~Where a board has previously established the workweek of not less than 35 hours, it may require the established workweek to be performed in four consecutive days by any class or classes of employees or by employees within a class, when by reason of the work location and duties actually performed by such employees their services are not required for a workweek of five consecutive days, with the concurrence of employee personnel as provided herein.~~
- ~~When a four-day workweek is established, the overtime rate shall be paid for all hours worked in excess of the required workday, which shall not exceed 10 hours. Work performed on the fifth, sixth and seventh days shall be compensated for at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.~~
- ~~An employee working an average workday of five hours or less during a workweek shall, for any work required to be performed on the sixth or seventh day following the commencement of his workweek, be compensated for at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.~~
- ~~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 45133 WORK SCHEDULE~~
- ~~(a) Notwithstanding Sections 45127 and 45131, a governing board of a school district or a county superintendent of schools may establish a 9-hour-per-day, 80-hour-per-2-week~~

~~work schedule provided the establishment of the work schedule has the concurrence of the employee organization, or in the absence of an employee organization, the concurrence of the affected employee.~~

~~(b) When a 9-hour-per-day, 80-hour-per-2-week work schedule is established, it shall consist of nine work days, eight of which shall be nine-hour days, and one of which shall be an eight-hour day. The overtime rate shall be paid for all hours worked in excess of the required work day, which shall not exceed nine hours, at a rate equal to one and one-half times the regular rate of pay for the employee designated and authorized to perform the work.~~

~~(c) When a 9-hour-per-day, 80-hour-per-2-week work schedule is established, the workweek shall be defined in either of two ways, as follows:~~

~~(1) The workweek shall begin on noon Friday and will end at noon the following Friday, with the employee working nine hours each day except on alternate Thursdays when the employee will work eight hours, and on alternate Fridays when the employee will not work; or,~~

~~(2) The workweek shall begin at noon on any other day of the week and shall be defined so that no employee will be required to work more than 40 hours during any given workweek.~~

~~(d) This section shall apply to district 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. **LIMITATION ON OVERTIME WORKED.** Overtime is permitted when required and authorized. No employee shall be required or permitted to work overtime unless such overtime work is authorized by the responsible supervisor. Such overtime shall be approved and reported according to procedures established by the Assistant Superintendent, Human Resource Services, and the appropriate department head. No full-time employee shall work during the period Monday through Thursday more than eight hours beyond his regular assigned time nor more than 20 hours overtime a calendar week, except with the approval of the Assistant Superintendent, Human Resource Services, or the appropriate department head. Time limitations in this rule do not apply to overtime caused by extraordinary emergency such as fire, flood, earthquake, or danger to life and property, or to work upon public, military or naval works of defenses in time of war, as set forth in Section 17, Article XX of the State Constitution.
- B. **RATE OF COMPENSATION FOR OVERTIME.** Overtime shall be paid at the rate of time and one-half of the employee's regular rate of pay when the overtime was worked. Payment may be either in cash or in compensating time off, as determined by the employee's department head or his designated representative. Cash payment shall be made not later than the end of the pay period following that in which the overtime was worked. Compensating time off shall be taken not later than 12 calendar months from the

dated the overtime was worked, and subject to the approval of the employee's department head or his designated representative. Upon termination of employment, any accrued compensating time off may be paid in cash at the employee's pay rate when the overtime was worked.

- C. **HOURS OF EMPLOYMENT.** Except as may otherwise be provided in Education Code Sections 45127, 45128, 45131, and 45132, overtime shall be computed on the basis of compensated hours of employment in the classified service of the school district in excess of eight hours in any one day or in excess of 40 hours in any calendar week. ~~Less than 30 minutes overtime in any one day shall not be counted and such periods may not be accumulated to qualify for overtime compensation under this section.~~ To be compensable overtime must be ordered and worked.

Comment [GD1]: All overtime must be paid if the supervisor is aware the work is being done.

- D. **HOLIDAYS.** Employees who perform authorized work on days declared to be holidays shall receive compensation at the rate of time and one-half for the holiday. Time and one-half compensation shall be paid in addition to the pay to which the employees may be entitled under Rule 10.6. If a holiday falls on a day Monday through Thursday, the limitation of eight hours of overtime during that period shall be increased by the amount of the reduction of the work week due to holidays.
- E. **ASSIGNMENT OF OVERTIME.** Overtime shall be equitably distributed among qualified members of a given work unit as the circumstances will permit. Need, seniority, availability, and fitness are proper factors in making this distribution.
- F. **EXCLUSION OF SUPERVISORY, ADMINISTRATIVE, OR EXECUTIVE POSITION.** Notwithstanding the provisions of Education Code Sections 45127 and 45128, and in accordance with Education Code Section 45130, the Personnel Commission may designate classes to be management positions of a supervisory, administrative, or executive nature, having found that the duties, flexibility of hours, salary, benefit structure, and authority of such positions or classes are of such a nature that they should be set apart from those which are subject to the overtime provisions, and that employees serving in such excluded positions or classes will not be unreasonably discriminated against as a result of the exclusion.

Exemptions to the exclusion of employees in these classes from the overtime payment provisions to this rule shall be made by prior authorization of the Board of Education.

10.5 PART-TIME EMPLOYEES

~~EDUCATION CODE 45136 BENEFITS OF PROBATIONARY AND PERMANENT PART-TIME CLASSIFIED EMPLOYEES. All probationary and permanent part-time classified employees shall be entitled to sick leave, and all other benefits conferred by law on classified employees. Part-time employees shall be entitled to all leaves and benefits granted by the governing board to a majority of the regular full-time employees in the classified service of the district or to regular full-time employees in the same classified positions or general class of positions; but such leaves and benefits may be~~

prorated in the same ratio as the regular work hours per day, days per week, weeks per month, or months per year of such part-time employees bear to 8 hours per day, 40 hours per calendar week, four calendar weeks per month, or 12 calendar months during the school year.

- Except for prorating benefits for part-time employees as herein authorized, the governing board shall provide at least the same benefits for all regular employees in the classified services as it provides for the majority of such employees.
- Nothing in this section shall be construed to prohibit the granting of additional benefits for some employees in recognition of nature of work, level or classification, or length of service.
- This section shall not apply to employees properly designated as substitute, short-term, or limited-term employees, as defined in Sections 45103 and 45286 of this code, unless such employees are specifically included by a governing board, or by a Personnel Commission for those districts included under the provisions of Article 6 (commencing with Section 45240) of this chapter.
- 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 not apply to those benefits authorized under the provisions of Article 4 (commencing with Section 53200) of Chapter 2 of Part 1, of Division 2 of Title 5 of the Government Code.
- **EDUCATION CODE 45137 FRINGE BENEFITS FOR PART-TIME CLASSIFIED EMPLOYEES.** A classified employee who works a minimum of 30 minutes per day in excess of his part-time assignment for a period of 20 consecutive working days or more, shall have his basic assignment changed to reflect the longer hours in order to acquire fringe benefits on a properly prorated basis as specified in Section 45136.
- If a part-time employee's average paid time, excluding overtime for which the employee receives compensation at a rate of at least equal to time and one-half, exceeds his average assigned time to 50 minutes or more per working day in any quarter, the hours paid per day for compensable leaves of absence and holidays in the succeeding quarter shall be equivalent to the average hours paid per working day in the preceding quarter, excluding overtime.
- Except where vacation entitlement is accrued on the basis of actual hours of paid regular service, vacation entitlement shall be based on the average number of hours worked per working day during the portion of the school year in which the employee is assigned to duty.

~~It is the intent of the Legislature, in enacting this section, to insure that part-time employees are accorded fringe benefits on an appropriate pro-rated basis with full recognition given to the number of hours worked by the part-time employee rather than on the basis of time fixed to the position when the fixed time is not reasonable correlated with the actual time worked. This section is to be liberally construed in order that the provisions of Section 45136 may not be circumvented by requiring employees to work in excess of the regularly fixed hours for a position on an overtime basis but for which premium pay is not provided nor appropriate adjustment is not made in fringe benefit entitlement.~~

- A. **When requested by the Superintendent and so designated by the Personnel Commission, individual substitutes, short-term, or limited-term employees, including those in provisional status, may be authorized benefits accorded regular classified employees by the Board of Education under Section 45136 of the Code.**

10.6 HOLIDAYS

~~EDUCATION CODE 45203 PAID HOLIDAYS. All probationary or permanent employees a part of the classified service shall be entitled to the following paid holidays provided they are in a paid status during any portion of the working day immediately preceding or succeeding the holiday: January 1, February 12 known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," July 4, the first Monday in September known as "Labor Day," November 11 known as "Veterans Day," that Thursday in November proclaimed by the President as "Thanksgiving Day," December 25, every day appointed by the President, or the Governor of this state, as provided for in subdivisions (b) and (c) of Section 37220 for a public fast, thanksgiving or holiday, or any day declared a holiday under Section 1318 or 37222 for classified or certificated employees. School recesses during the Christmas, Easter, and Mid-February periods shall not be considered holidays for classified employees who are normally required to work during that period. However, this shall not be construed as affecting vacation rights specified in this section.~~

~~Regular employees of the district who are not normally assigned to duty during the school holidays of December 25 and January 1 shall be paid for those two holidays provided that they were in a paid status during any portion of the working day of their normal assignment immediately preceding or succeeding the holiday period.~~

~~When a holiday listed in this section falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed. When a holiday listed in this section falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed. When a classified employee is required to work on any of these holidays, he or she shall be paid compensation, or given compensating time off, for such work, in addition to the regular pay received for the holiday, at the rate of time and one-half the employee's regular rate of pay.~~

~~The provisions of Article 3 (commencing with Section 37720) of Chapter 2 of Part 22 shall not be construed to in any way limit the provisions of this section, nor shall anything in this section be construed to prohibit the governing board from adopting separate work schedules for the certificated and the classified services, or from providing holiday pay for employees who have not been in paid status on the days specified herein. Notwithstanding the adoption of separate work schedules for the certificated and the classified services, on any school day during which pupils would otherwise have been in attendance but are not and for which certificated personnel receive regular pay, classified personnel shall also receive regular pay whether or not they are required to report for duty that day.~~

~~In addition to the other paid holidays specified in this section, the classified service may be entitled to a paid holiday on March 31 known as "Cesar Chavez Day," provided they are in paid status during any portion of the working day immediately preceding or succeeding the holiday, if the governing board, pursuant to a memorandum of understanding reached pursuant to Chapter 10.7 (commencing with Section 3540) of Division 4 of Title 1 of the Government Code, agrees to the paid holiday.~~

~~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 45204 EXCLUSIVE WEEKEND OR HOLIDAY EMPLOYMENT. Notwithstanding the provisions of Section 45203, if a school district establishes a position or class of positions for which employees are required to work exclusively on weekends and holidays, and for which a special salary rate is established that recognizes the exclusive weekend and holiday peculiarity, the employees and positions may be exempted, by the Personnel Commission, where applicable, or the governing board from the benefits of Section 45203. No governing board may create a position or a class of positions, under this section, to avoid payment of overtime.~~

~~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 45205 HOLIDAY IN LIEU OF SPECIFIED HOLIDAY. Prior to July 1 of any school year, the governing board of any school district may designate other days during such year as the holidays to which classified employees are entitled in lieu of the holidays on February 12 known as "Lincoln Day," the third Monday in February known as "Washington Day," the last Monday in May known as "Memorial Day," or November 11 known as "Veterans Day," as specified in Section 45203, provided that such designated days will provide for at least a three-day weekend. Classified employees shall be required to work on the regular holiday for which another day is designated pursuant to this section, and for work of eight hours or less, shall be paid compensation at their regular rate of pay.~~

~~If any classified employee would be entitled to the regular paid holiday but would not be in a paid status during any portion of the working day immediately preceding or succeeding the day so designated in lieu of such holiday and therefore would not be entitled to such day in lieu of the holiday, he shall be entitled to the regular holiday; however, if he is required to work on such holiday, he shall be paid compensation at the rate of time and one-half of this regular rate of pay in addition to the regular pay received for the holiday.~~

~~This section shall not be construed to authorize the maintenance of schools on holidays other than as provided in Article 3 (commencing with Section 37220) of Chapter 2 of Part 22 of this division.~~

~~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 45206 SUBSTITUTE HOLIDAY. Any school district which requires any classified employee to work a workweek other than Monday through Friday, or if such classified employee consents to a workweek including Saturday or Sunday or both, pursuant to Section 44048, and as a result thereof the employee loses a holiday to which he or she would otherwise be entitled shall provide a substitute holiday for such employee, or provide compensation in the amount to which the employee would have been entitled had the holiday fallen within his or her normal work schedule.~~

~~EDUCATION CODE 45206.5 ADMISSION DAY. Notwithstanding any other provision of law, if the governing board of a school district does not designate September 9 known as "Admission Day" as a paid holiday for classified employees pursuant to Section 37222, the school district shall provide a substitute holiday for such employee. Such substitute holiday shall be provided as specified in Section 45205.~~

~~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. ELIGIBILITY FOR HOLIDAY PAY.** Holiday pay will not be due or granted to otherwise eligible employees under the following circumstances:
- 1. When a holiday immediately precedes the first day of employment or assignment, either as a regular or limited term employee.**
 - 2. When a holiday immediately follows the termination of employment or assignment.**
- B. RATE OF PAY.** Holiday pay shall be at the rate the employee would have received had the day not been a holiday.

1. When a holiday immediately follows the completion of a specific assignment by a regular employee in a position other than the one to which he is regularly assigned the employee shall be compensated for the holiday at the rate of his assignment immediately preceding the holiday.
2. When a holiday immediately precedes the first day of service by a regular employee in a new assignment on a permanent basis, the employee shall be compensated for the holiday at the rate of his assignment immediately preceding the holiday.

C. **HOLIDAYS DURING CHRISTMAS RECESS.** Employees whose regular assignments do not require their attendance at work during the Christmas recess period, but who have been compensated for any portion of the working day next preceding or immediately following the recess period, shall be entitled to pay for legal holidays. Assigned time shall be the basis for all holiday pay.

| D. **HOLIDAY ON WEEKEND.** When a holiday falls on the first day of an employee's weekend, the employee shall observe the immediate preceding day as though it were a holiday, when a holiday falls on the second day of an employee's weekend, the employee shall observe the following day as though it were a holiday. The two days that employees are not regularly required to work when they are assigned to an atypical workweek will be considered their "weekend."

E. **HOLIDAY ON VACATION OR PAID LEAVE.** When a holiday occurs while an employee is on vacation or a paid leave of absence, the holiday shall be paid as a holiday and not charged against any leave benefits.

F. **PAID MILITARY LEAVE.** Paid military leave shall not be deemed to be paid leave of absence for purpose of this rule.

G. **HOLIDAY PAY FOR WORKING EXCLUDED EMPLOYEE.** If a person serving in an excluded position is required to work on a designated holiday, he/she shall be paid in addition to the regular pay for the holiday, compensation, or be given compensating time off, at a rate not less than his/her normal rate of pay. (Education Code 45130.)

10.7 SUGGESTION AWARDS

~~EDUCATION CODE 44015 AWARDS TO EMPLOYEES AND PUPILS.~~

~~(a) The governing board of a school district may make awards to employees who do any of the following:~~

~~(1) Propose procedures or ideas which thereafter are adopted and effectuated, and which result in eliminating or reducing district expenditures or improving operations.~~

~~(2) Perform special acts or special services in the public interest.~~

~~(3) By their superior accomplishments, make exceptional contributions to the efficiency, economy or other improvement in operations of the school district.~~

~~(b) The governing board of a school district may make awards to pupils for excellence. Before any such awards are made pursuant to this section, the governing board shall adopt rules and regulations. The board may appoint one or more merit award committees made up of district officers, district employees, or private citizens to consider employee proposals, special acts, special services, or superior accomplishments and to act affirmatively or negatively thereon or to provide appropriate recommendations thereon to the board.~~

~~Any award granted under the provisions of this section which may be made by an awards committee under appropriate district rules, shall not exceed two hundred dollars (\$200), unless a larger award is expressly approved by the governing board.~~

~~When an awards program is established in a school district under the provisions of this section, the governing board shall budget funds for this purpose but may authorize awards from funds under its control whether or not budgeted funds have been provided or the funds budgeted are exhausted.~~

10.8 PAY DIFFERENTIAL FOR SHIFT WORK

~~EDUCATION CODE 45180 DIFFERENTIAL COMPENSATION DEFINITIONS. For purposes of this article, the following definitions shall apply unless the context indicates otherwise:~~

~~(a) "Differential compensation" means either a reduction in the number of hours required to be actually worked or an increase in salary.~~

~~(b) "Shift" means the number of hours worked and shall include a duty-free meal period of not less than one-half hour which, in the case of a seven- or eight-hour shift, shall occur approximately at the midpoint of the shift. This subdivision shall not apply to employees working six hours or less, or assigned to a split shift.~~

~~EDUCATION CODE 45183 BARGAINING UNIT EMPLOYEES; ASSIGNMENT OF DUTIES; BASIS; WAIVER~~

~~(a) Assignment of duties to bargaining unit employees for which differential compensation is designated, other than a temporary assignment of less than 20 working days, shall be made on the basis of seniority among those employees within the appropriate class who request such an assignment.~~

- ~~— (b) This section shall be waived by agreement between the governing board of a school district and the exclusive representative of the unit of classified employees to be affected by the waiver.~~
- ~~— EDUCATION CODE 45184 DEMOTION PROHIBITED. No employee assigned to work a shift entitled to differential compensation shall be demoted in a class or grade as a result of such an assignment.~~
- ~~— EDUCATION CODE 45185 TEMPORARY ASSIGNMENT. An employee receiving differential compensation on the basis of his shift shall not lose such compensation if he is temporarily, for 20 working days or less, assigned to a shift not entitled to such compensation. The regular rate of pay for all purposes of an employee assigned to a shift which provides differential compensation shall be the differential rate.~~
- ~~— EDUCATION CODE 45186 APPLICATION OF ARTICLE TO DISTRICTS ADOPTING MERIT SYSTEM. This article 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.~~

A. SHIFT DIFFERENTIAL RATES.

1. All persons in the classified service whose regularly assigned time requires them to work between the hours of 5 p.m. and 12 midnight shall be paid shift differential pay (AA) for each hour or portion of an hour worked; and those whose regularly assigned time requires them to work between 12 midnight and 7 a.m. shall be paid shift differential pay (BB) for each hour or portion of an hour worked. No shift differential pay shall be paid to an employee whose regular shift ends at or before 6 p.m. nor to an employee whose regular shift starts at or after 6 a.m.
2. **DIFFERENTIAL PAY ON DAYS WORKED.** If an employee is regularly assigned to work between 5 p.m. and 7 a.m., less frequently than five days a week, shift differential pay shall be paid only for those days on which such work is done.
3. **FIRST DAY EFFECTIVE.** Shift differential pay shall be paid effective the first day that an employee is assigned to work between 5 p.m. and 7 a.m.
4. **TEMPORARY DAY ASSIGNMENTS.** Employees assigned to shift work on a continuous basis who are nevertheless ordered to temporary day time work for periods of not to exceed 20 working days each shall suffer no reduction in compensation by reason of the temporary change. Shift differential pay shall terminate effective the first day that an employee is reassigned to day time work hours.

5. **OVERTIME RATE.** Overtime work performed between 5 p.m. and 7 a.m. shall be paid at the premium rate for overtime as provided in Section 10 and shall not be paid at the shift differential rate.
6. **TEMPORARY ABSENCE.** Employees assigned to shift work on a continuous basis who are temporarily absent on a paid basis shall continue to receive shift differential pay for not to exceed ten working days, except as provided in Paragraph 7 of this section rule (Vacation) and Rule 12.7 (Absence Because of Appearance in Court.)
7. **VACATION.** Shift differential pay for an otherwise eligible employee while receiving vacation benefits shall be paid in accordance with the provisions of Rule 12.18.

10.9 SALARY DIFFERENTIAL FOR CERTAIN DUTIES

~~EDUCATION CODE 45180 DIFFERENTIAL COMPENSATION DEFINITIONS. For purposes of this article, the following definitions shall apply unless the context indicates otherwise:~~

~~(a) "Differential compensation" means either a reduction in the number of hours required to be actually worked or an increase in salary.~~

~~(b) "Shift" means the number of hours worked and shall include a duty-free meal period of not less than one-half hour which, in the case of a seven- or eight-hour shift, shall occur approximately at the midpoint of the shift. This subdivision shall not apply to employees working six hours or less, or assigned to a split shift.~~

~~EDUCATION CODE 45181 DETERMINATION OF PRACTICES IN PRIVATE INDUSTRY. The governing board of every school district, or the Personnel Commission in any merit system school district, shall, insofar as it is possible to do so, determine the practices relating to morning- and night-shift salary differentials in the private employment fields in which it must compete for employees for its classified staff and shall consider the advisability of providing comparable salary differentials for its classified staff.~~

~~EDUCATION CODE 45182 DIFFERENTIAL COMPENSATION FOR CERTAIN DUTIES. The governing board of any school district may provide differential compensation to those classified employees who perform duties of a distasteful, dangerous, or unique nature when, in the opinion of the board, such compensation is reasonably justified.~~

~~In a merit system district, such differentials shall be based upon findings and recommendations of the personnel commission and shall not be applied in a manner contrary to the principle of like pay for like service.~~

EDUCATION CODE 45183 BASIS FOR ASSIGNMENT OF DUTIES:

(a) Assignment to duties for which differential compensation is designated, other than a temporary assignment of less than 20 working days, shall be made on the basis of seniority among those employees within the appropriate class who request such an assignment.

(b) This section may be waived by agreement between the governing boards of a school district and the exclusive representative of the unit of classified employees to be affected by the waiver.

A. A. It shall be the policy of the Personnel Commission that range allocations of supervisors, confidentials, and managers shall be established at a minimum of four ranges above the highest range allocation of employees (including other managers, supervisors, or confidentials) over which they are assigned direct line authority. Reallocations required to conform to this policy shall be authorized simultaneously with any reallocation of a bargaining unit classification. Classifications in a series shall be separated by at least two salary ranges. Classifications serving in a lead capacity shall be separated by a minimum of three salary ranges above the highest-level subordinate. Supervisory, confidential and management classifications shall be separated by a minimum of four salary ranges above the highest-level subordinate. Market data may dictate differences above these minimums.

Reallocations required to conform to this policy shall be authorized simultaneously with any reallocation of an existing classification or establishment of a new classification.

B. Confidential Employee Differential—An employee serving in a classification which is designated confidential and which also exists within a given bargaining unit, shall receive compensation equal to two (2) ranges above the range specified for the classification which is in the bargaining unit. Such compensation shall be earned as long as the employee remains in the confidential position. An employee serving in a position designated as confidential but the classification is not, shall receive compensation equal to two salary ranges above the specified salary range for the classification. The confidential differential shall be earned as long as the position remains designated as confidential.

C. Shorthand Differential

1. An employee serving in a position allocated to a secretary classification in which shorthand is an optional requirement shall be paid a differential of one additional salary range (2.75%) above his/her regular salary rate if he/she is required to utilize shorthand skills.

2. In order for a position to be designated as requiring a shorthand differential:

- ~~_____ (a) The duty statement for the vacant position shall be revised to include the requirement to take and transcribe shorthand dictation;~~
 - ~~_____ (b) The statement will be approved by the Superintendent, Department Head, Assistant Superintendent, or Division Administrator;~~
 - ~~_____ (c) The Personnel Director shall certify that the shorthand requirements are a significant job duty;~~
 - ~~_____ (d) The eligibles shall pass a qualifying shorthand dictation test at 70 net words per minute as conducted by the Personnel Commission staff. Successful completion of the qualifying test with the district during the previous twelve calendar months shall satisfy this requirement.~~
- ~~_____ 3. The authorized salary differential shall remain in effect for a given individual assigned to a position designated as requiring a shorthand differential until:~~
- ~~_____ (a) It is withdrawn by the establishing authority as no longer being required to be performed or utilized on the job; or~~
 - ~~_____ (b) The incumbent employee vacates the position and is no longer performing those assigned duties that warrant such differential; or~~
 - ~~_____ (c) An audit of the position by the Personnel Commission's staff indicates that the skills are not being used to a significant extent; or~~
 - ~~_____ (d) The unit member cannot demonstrate a continuing proficiency in the use of this skill by successfully completing the regular qualifying examination.~~

D. Work Week Including Saturday or Sunday Differential

An hourly differential pay ~~(€€)~~ will be paid for hours regularly assigned on Saturday and/or Sunday.

10.10 CAREER INCREMENT Effective July 1, 2005, Classified employees are eligible for career increments as established by the Board of Education. The following are increments as approved and the guidelines for determining eligibility:

- A. Classified employees are eligible for a \$1,250 career increment compensation if they have completed 14 years of credited service with the Long Beach Unified School District.**
- B. Classified employees are eligible for an additional \$1,250 career increment compensation (totaling \$2,500) if they have completed 19 years of credited service with the Long Beach Unified School District.**
- C. Classified employees are eligible for an additional \$2,000 career increment compensation (totaling \$4,500) if they have completed 24 years of credited service with the Long Beach Unified School District.**
- D. Classified employees are eligible for an additional \$2,500 career increment compensation (totaling \$7,000) if they have completed 29 years of credited service with the Long Beach Unified School District.**

| E. A credited year of service is one in which at least fifty percent (50%) of the pay periods are creditable. A creditable pay period is one in which the employee is compensated for at least seventy-five percent (75%) of the working days in the pay period.

| E.F. Payment of a career increment compensation to an employee is on a prorated basis as determined by the number of quadri-weeks in the employee's currently assigned work year, and in accordance with the employee's current percent of assignment, effective the first quadri-weekly period following attainment of the required number of years of credited service.

10.11 DISTRICT PAID HEALTH INSURANCE OPTIONS UPON RETIREMENT.

A. Effective April 11, 1994, non-bargaining employees will be able to exercise an individual option concerning eligibility for and duration of district-paid health insurance for self and dependents upon retirement.

Option I.

| a. Eligibility: At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 17 or more service years with the district. A service year accrues when compensated for at least 50% of a full time assignment.

b. Duration: Until retiree reaches age 67, except that retirees who are eligible to apply for Medicare coverage at age 65 and fail to do so will not continue to receive district-paid health insurance from age 65 to 67.

Option II.

a. Eligibility: At least age 55 at retirement (or STRS members may elect "30 and out" regardless of age) and 15 or more years of service with the district. A service year accrues when compensated for at least 50% of a full time assignment.

b. Duration: Until retiree reaches age 65.

| B. Employees who are retiring but do not have the requisite number of years of service with the Long Beach Unified School District to receive paid health insurance by the school district, may elect to purchase health benefits through the district plan. The retiring employee must provide proof that he/she has submitted paperwork into PERS in order to participate in the health benefit plan.

Comment [GD2]: Jim Novak correspondence dated 12-28-11 to John Relich, Benefits Coordinator.

10.12 SICK LEAVE SERVICE CREDIT PLAN

| A. Effective January 1, 1999, Pursuant to CalPERS guidelines, unused sick leave may be converted into service credit at retirement in accordance with CalPERS guidelines. At the time of retirement 2,000 hours of sick leave is one year of CalPERS service credit. This equates to

~~250 days. The calculation is to multiply the number of unused sick days by .004. To receive sick leave credit, an employee's retirement date must be within 120 days of the date of separation from employment.~~

Comment [GD3]: This language includes CalPERS guidelines which are not regulation by the Personnel Commission.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Bulletins

PAGE: 9.1.1 – 9.1.9

Date: November 14, 2013

Reason for
Consideration: Action

Personnel Commission Rule 4.6.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>
Campus Security Officer (Avalon)	Dual	14-0045-5011	2
Custodian (Avalon)	Dual	14-0046-0139	2
Food Production Equipment Technician	Dual	14-0042-0476	4
Groundskeeper (Avalon)	Dual	14-0047-0172	2
Instructional Aide Interpreter – Deaf/ Hard of Hearing	Dual	14-0044-3272	6
Intermediate Office Assistant – Schools (Avalon)	Dual	14-0048-3354	2
Instructional Aide – Special (Avalon)	Dual	14-0049-0448	2
Network Specialist	Dual	14-0039-5119	8
Nutrition Services Worker (Avalon)	Dual	14-0050-5068	2



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Classified Employment Opportunity ON CATALINA ISLAND



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

CAMPUS SECURITY OFFICER (AVALON) - 5011					
CUSTODIAN (AVALON) - 0139					
GROUNDSKEEPER (AVALON) - 0172					
INTERMEDIATE OFFICE ASSISTANT-SCHOOLS (AVALON) - 3354					
INSTRUCTIONAL AIDE - SPECIAL (AVALON) - 0448					
NUTRITION SERVICES WORKER (AVALON) - 5068					
Final Filing Date: 4:30 p.m., Thursday, November 21, 2013					
SUBSTITUTE	CAM SEC OFFCR	CUSTODIAN	GROUNDSKEEPER	INT OFFICE ASST-SCH	I A SPECIAL
SALARY	\$16.45	\$15.57	\$16.45	\$16.01	\$14.76
HOURLY:					
NUTRITION SVCS WORKER					
					\$12.20
*Catalina Island employees receive an additional \$2.91 per hour					

JOB INFORMATION:

THE CURRENT NEED IS FOR SUBSTITUTES ON AN AS - NEEDED BASIS. PERMANENT POSITIONS MAY ALSO BE HIRED FROM THESE ELIGIBILITY LISTS. Avalon is located on Catalina Island, 22 miles southwest of the Los Angeles Harbor Breakwater. Employees must live on the island, and/or arrange for their own transportation to and from the island. Working hours can range from 3 to 8 hours per day and/or split shifts. Accepting employment in a permanent position requires the individual to either join the union and pay union dues or to pay the union an agency fee.

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.

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:

For each individual position, 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:

CAMPUS SECURITY OFFICER: Dual (14-0045-5011)

Equivalent to graduation from high school. College level-courses in psychology, administration of justice, ethnic studies and child development are highly desirable. In accordance with Education Code 38001.5, a certificate of completion of a 24-hour "School Security Guard Training" course must be provided at the time of application. A copy must be attached to your application in order to be considered.

EXPERIENCE:

One year of full-time experience working with adolescents or young adults in a structured environment such as an education center, counseling center, community based social service agency, etc. Work with at risk youth is desirable. Verifiable volunteer experience may be considered.

TRAINING:

CUSTODIAN: Dual (14-0046-0139)

Equivalent to completion of the 8th grade.

EXPERIENCE:

Six months of recent full-time paid janitorial or custodial experience or successful completion of the Building Maintenance Custodial Training course of at least 60 hours conducted by the Long Beach School For Adults.

TRAINING:

GROUNDSKEEPER: Dual (14-0047-0172)

Equivalent to completion of eighth grade.

EXPERIENCE:

Any combination of training and/or experience that could likely provide the desired skills, knowledge or abilities may be considered or successful completion of the Sports Turf course conducted by the Long Beach ROP.

SPECIAL:

(1) Possession of a valid Class C California Driver's license. (2) An applicant for this class will be required to obtain, at his/her own expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the district's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing.

TRAINING:

INTERMEDIATE OFFICE ASSISTANT - SCHOOLS: Dual (14-0048-3354)

Equivalent to graduation from High School.

EXPERIENCE:

One year of clerical experience involving public contact.

SELF-

CERTIFICATION:

All candidates must self-certify accurate typing/keyboarding ability at a speed of not less than 35 net words per minute.

TRAINING:

INSTRUCTIONAL AIDE - SPECIAL: Dual (14-0049-0448)

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school* and one of the following:

1. Completion of at least two years of study* (48 semester units or 60 quarter units) at an institution of higher education; OR
2. Attainment of an Associate of Arts degree or higher*; OR
3. A passing score in the California Community College or California State University entrance examination; OR
4. Obtaining a passing score in a special examination administered by the District or Personnel Commission which demonstrates a rigorous standard of quality through a formal academic assessment - knowledge of and ability to assist in instructing reading, writing, and mathematics; or knowledge of, and the ability to assist in instructing reading readiness, writing readiness, and mathematics readiness, as appropriate.

Additionally, completion of course work at an accredited institution of higher education in child development, education and psychology is desirable.

*Verification will be required for high school graduation, college units & degrees.

EXPERIENCE:

At least six months of experience working with children in a structured environment, preferably children with disabilities is required. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted on an equal time basis.

TRAINING:

NUTRITION SERVICES WORKER: Dual (14-0050-5068)

Equivalent to completion of eighth grade.

SELECTION PROCEDURE Examinations and interviews will be held at Avalon School on Friday, December 6, 2013. Exams will only be scored for applicants who meet the minimum qualifications. 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.

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.



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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/

FOOD PRODUCTION EQUIPMENT TECHNICIAN - 0476

Final Filing Date: 4:30 p.m., Tuesday, November 26, 2013.

<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>	\$4,645	\$4,901	\$5,170	\$5,456	\$5,755
<u>HOURLY:</u>	\$26.81	\$28.26	\$29.84	\$31.46	\$33.21

JOB INFORMATION: Permanent 12 month 100% FTE. The current vacancy is located in Nutrition 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 general supervision, a Food Production Equipment Technician will perform installation, maintenance and repair task to a variety of commercial food production equipment and systems at school sites and in the Nutrition Center necessary for the efficient operation of a large school food preparation and packaging facility producing in excess of 75,000 meals a day, 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: Equivalent to graduation from high school. Completion of a recognized apprentice training program in at least one of the skilled trades areas such as electrician, electronic, refrigeration, plumbing or equivalent.

EXPERIENCE: Three years of experience in the field of plant facilities maintenance with at least one year of specific work involving the trouble shooting, repair and maintenance of large quantity commercial food production and related equipment and systems, including mechanical, electronic, electrical, plumbing, heating, refrigeration and steam system repairs. Any other combination of training and/or experience which demonstrates the applicant is likely to possess the required skills, knowledge, and abilities may be considered.

WORKING ENVIRONMENT: Exposure to extreme cold in the large commercial refrigeration units to the heat of the boiler room.

PHYSICAL DEMANDS: Work in this classification involves very heavy work, exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently.

SPECIAL: (1) Possession of a valid class C California Driver's License and evidence of a safe driving record is required at the time of appointment. An applicant will be required to obtain, at his/her expense, and submit his/her motor vehicle driving record at the time of appointment. The record must meet and be maintained at the District's safe driving record standard. Failure to meet this requirement will result in the disqualification and/or rejection of the eligible regardless of any other standing. (2) Some positions in this class may be required to obtain "Universal Refrigerant Technician Certification" at the time of appointment or following employment, Type I and Type II or Universal, in accordance with Environmental Protection Agency Regulations. (3) Some incumbents in this class may be required to wear protective clothing, gear and equipment as required by law. (4) Accepting employment in a position in this classification requires the individual to either join the union or pay union dues or to pay the union an agency fee.

SELECTION PROCEDURE: The examination process for this recruitment will consist of a "paper screening" of the applicant's training, background and experience; evaluation of responses on a supplemental application; a written examination (50%) and a qualifications appraisal interview (50%) 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.

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 14-0042-0476 th
Dual Examination

LBUSD Employees, please see reverse side for important information

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.



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/

INSTRUCTIONAL AIDE INTERPRETER-DEAF/HARD OF HEARING – 3272

Final Filing Date: 4:30 p.m., Thursday, December 5, 2013.

SALARY RANGE

MONTHLY:

HOURLY:

START

\$4,394

\$25.34

6 MONTHS

\$4,635

\$26.73

1 ½ YEARS

\$4,889

\$28.22

JOB INFORMATION: The current vacancy is a 10 month, 81.3% position located in Special Education.

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.

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.

JOB SUMMARY: Under immediate supervision, will reinforce lessons and instruct students individually or in groups using total (simultaneous signing and oral) communication and assist them to reach established educational objectives; perform a variety of instructional and clerical duties designed to free the instructor from routine work related to the implementation of educational programs; and perform related duties as assigned.

MINIMUM QUALIFICATIONS INCLUDE:

TRAINING:

Consistent with the No Child Left Behind Act of 2002 and other related legislation, candidates for this classification must meet the following standards:

The equivalent of graduation from high school and one of the following:

1. Completion of at least two years of study* (48 semester units or 60 quarter units) at an institution of higher education; OR
2. Attainment of an Associate of Arts degree or higher * OR.
3. Meeting a rigorous standard of quality by receiving a passing score in an examination administered by the Personnel Commission which demonstrates the knowledge and ability to assist in instructing reading, writing and mathematics.

***Verification will be required for high school graduation, college units & degrees.**

Completion of college-level course work in Child Psychology, Early Child Care, or Child Growth and Development is preferred.

EXPERIENCE:

Two years of experience using total communication, preferably working with children. Verifiable supervised experience as a volunteer in a school or related organizational activity may be substituted for the work experience on an equal basis.

SPECIAL:

(1) Valid certification issued by the Registry of Interpreters for the Deaf (RID) or equivalent. The following certifications are recognized by the State with a score of level 4.0 or above: 1. National Association of the Deaf (NAD) 2. American Consortium of Certified Interpreters (ACCI) 3. Educational Interpreters Performance Assessment (EIPA) 4. Educational Sign Skills Evaluation (ESSE). **Certificate must be attached to the application.** (2) Some positions in this classification may require the use of personal automobile and the possession of a valid California Class C driver's license. (3) May be required to travel from one school location to another. (4) 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.

WORKING

ENVIRONMENT:

Classroom, learning center, community setting, playground or school bus. The employee may occasionally assist in the cleaning and personal hygiene of students.

PHYSICAL

DEMANDS:

Selective positions may call for the employee to physically assist the students(s). May include kneeling, lifting, pushing, pulling, crouching, or crawling on the floor.

SELECTION PROCEDURE: The examination process for this recruitment may be composed 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. Official transcripts of units must be attached at time of application. Original college diploma may be brought to Personnel Commission in lieu of official transcripts for verification (original will be returned).

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 14-0044-3272 ss

2 dim

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.



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Classified Employment Opportunity

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24 Hour Job Hotline: (562) 491-JOBS
[www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/)

NETWORK SPECIALIST - 5119

Final Filing Date: 4:30 p.m., Monday, November 25, 2013.

<u>SALARY RANGE</u>	<u>START</u>	<u>6 MONTHS</u>	<u>1 ½ YEARS</u>	<u>2 ½ YEARS</u>	<u>3 ½ YEARS</u>
MONTHLY:	\$5,772	\$6,089	\$6,424	\$6,777	\$7,150
HOURLY:	\$33.32	\$35.14	\$37.07	\$39.09	\$41.28

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

APPLICATION:

All applications must be submitted online via the Personnel Commission's website at [www.lbschools.net/Main_Offices/Personnel Commission/](http://www.lbschools.net/Main_Offices/Personnel_Commission/) (click the "Promotional Opportunities" link). 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 general supervision, perform a variety of specialized duties in the installation, configuration, maintenance and operation of the District's Local (LAN) and Wide Area (WAN) networks and equipment; monitor and evaluate network systems to assure proper operation; provide assistance to network users and technical support staff; and perform related duties as assigned.

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

MINIMUM QUALIFICATIONS INCLUDE:

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

TRAINING:

Bachelor's degree in computer science or a closely related field. Professional certification by a major vendor such as Novell, Cisco or Microsoft is highly preferred.

EXPERIENCE:

Three years of experience installing and maintaining local and wide area networks and related equipment with an organization having a minimum of 30 servers. Two years additional experience may be substituted for two years of the higher education.

SPECIAL:

(1) Positions in this class require the use of personal automobile and possession of a valid California class C driver's license. (2) 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 and/or rejection of the applicant regardless of any other standing. (3) 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. Successful candidates who pass all parts of the examination process will be placed on the eligibility list in order of their relative merit as determined by these competitive examinations.

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

WE ARE AN EQUAL OPPORTUNITY TITLE VII/MERIT SYSTEM EMPLOYER

Exam 14-0039-5119 EE
Dual Examination

LBUSD Employees, please see reverse side for important information

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.

Personnel Commission
LONG BEACH UNIFIED SCHOOL DISTRICT

SUBJECT: Eligibility Lists

PAGES: 9.2.1

Date: November 14, 2013

Reason for
Consideration: Action

Personnel Commission Rule 5.1.A, 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:

School Support Secretary

Promotional

14-0029-3361

List Valid: 11/07/13 – 11/07/14

Total applications received: 30

Total invited to exam: 22

No. Passed: 12 No. Failed: 8

No. Withdrew: 2 No. Screened Out: 8

Student Store Lead

Dual

14-0031-5182

List Valid: 11/07/13 – 11/07/14

Total applications received: 151

Total invited to exam: 26

No. Passed: 12 No. Failed: 10

No. Withdrew: 4 No. Screened Out: 125

CERTIFIED TO BE CORRECT: *Shirley McMahon*

DATE: November 7, 2013