



**AGENDA**

**Regular Meeting**  
**Tuesday, May 12, 2009 – 4:15 p.m.**  
**Board Room – District Office**

AGENDA POSTED: May 8, 2009 – Personnel Commission Office Window

1.0 **CALL TO ORDER** By: \_\_\_\_\_ Time: \_\_\_\_\_

2.0 **ROLL CALL**

|                    |                           | PRESENT | ABSENT |
|--------------------|---------------------------|---------|--------|
| Chairperson:       | Speed Castillo            | _____   | _____  |
| Vice-Chairperson   | Audrey Cherep             | _____   | _____  |
| Commissioner       | Ron Costello              | _____   | _____  |
| Executive Director | Victoria Wintering, Ph.D. | _____   | _____  |

3.0 **PLEDGE OF ALLEGIANCE**

Personnel Commission Chairperson, Speed Castillo, will lead the Pledge of Allegiance to the Flag of the United States of America.

4.0 **PUBLIC COMMENTS**

This is an opportunity for employees and community members to address the Personnel Commission on a closed session item or a non-agenda item. Comments on items that are on the agenda will be heard when the item is considered. A maximum of five minutes will be allotted to each speaker with a total of 20 minutes for each subject matter. Speakers will follow procedures specified on the *Speaker Request Form* that is available on the table at the back of the Board Room. These forms may be submitted to the secretary at any time during the meeting.

In accordance with Government Code Section 54954.3, matters not on the agenda may not be acted on by the Personnel Commission, but will be researched and responded to in any one of the following ways:

- By telephone after research, or
- By mail after research, or
- At the next regular meeting of the Personnel Commission as an agenda item.

If you wish to address the Commission, please step to the podium and identify yourself for the record.

5.0 **GENERAL FUNCTIONS**

5.1 Approve the agenda as submitted or amended.

**Reference**

**Action**

Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_

5.2 Approve minutes of regular meeting of April 14, 2009.

**Exhibit A**

Moved by \_\_\_\_\_  
 Seconded \_\_\_\_\_  
 Vote \_\_\_\_\_



## AGENDA

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Tuesday, May 12, 2009 – 4:15 p.m.  
Board Room – District Office

- |      |   |                  |  |
|------|---|------------------|--|
| 5.3  | Budget Discussion   |                  | No Action Required                             |
| 5.4  | Adjourn regular meeting to a public hearing on the Personnel Commission Budget for the 2009/2010 fiscal year. | <b>Exhibit B</b> | Moved by _____<br>Seconded _____<br>Vote _____ |
|      | Adjourned to public hearing at: _____ p.m.  |                  |  |
|      | Reconvened regular meeting at: _____ p.m.   |                  |  |
| 5.5  | Communication   |                  | No Action Required                             |
| 6.0  | <b>SELECTION PROCESS</b>  |                  |  |
| 6.1  | List of Current Recruitments (Test Plan)  | <b>Exhibit C</b> | No Action Required                             |
| 7.0  | <b>CLASSIFICATION AND SALARY</b>  |                  |  |
| 7.1  | Abolish job classification of Instructional Assistant–Bilingual at salary range 47–CSEA                       | <b>Exhibit D</b> | Moved by _____<br>Seconded _____<br>Vote _____ |
| 8.0  | <b>RULES AND REGULATIONS</b>  |                  |  |
| 8.1  | Personnel Commission Rules, Chapter 11, First Reading   | <b>Exhibit E</b> | No Action Required                             |
| 8.2  | Approve Chapter 9 of the Personnel Commission Rules   | <b>Exhibit F</b> | Moved by _____<br>Seconded _____<br>Vote _____ |
| 8.3  | Approve Chapter 10 of the Personnel Commission Rules  | <b>Exhibit G</b> | Moved by _____<br>Seconded _____<br>Vote _____ |
| 9.0  | <b>CHARGES AND HEARINGS</b>   |                  |  |
|      | None  |                  |  |
| 10.0 | <b>OTHER</b>  |                  |  |
| 10.1 | Unfinished Business   |                  | No Action Required                             |
| 10.2 | Commissioner’s Comments   |                  | No Action Required                             |



## AGENDA

Regular Meeting  
Tuesday, May 12, 2009 – 4:15 p.m.  
Board Room – District Office

### 11.0 NEXT REGULAR MEETING

Date: **Tuesday, June 9, 2009**  
Time: 4:15 p.m.  
Location Board Room

12.0 ADJOURNMENT: \_\_\_\_\_ p.m.

## MINUTES

Regular Meeting  
Tuesday, April 14, 2009 – 4:15 p.m.  
Board Room – District Office

### 1.0 CALL TO ORDER

The meeting of the Personnel Commission of the Anaheim Union High School District was called to order by Chairperson Speed Castillo at 4:15 p.m.

### 2.0 ROLL CALL

Present: Speed Castillo, Chairperson, Audrey Cherep, Vice Chairperson, Ron Costello, Commissioner, and Victoria Wintering, Executive Director.

### 3.0 PLEDGE OF ALLEGIANCE

Personnel Commission Chairperson Speed Castillo led the Pledge of Allegiance to the Flag of the United States of America.

### 4.0 PUBLIC COMMENTS

None

### 5.0 GENERAL FUNCTIONS

5.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission adopted the agenda.

5.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the minutes of the regular meeting of March 10, 2009.

5.3 Communication

### 6.0 SELECTION PROCESS

6.1 List of Current Recruitments (Test Plan)

6.2 Certification/ratification of eligibility lists

On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission certified eligibility list for Buyer.

### 7.0 CLASSIFICATION AND SALARY

7.1 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Information Systems Technician, at salary range 55-CSEA.

## MINUTES

**Regular Meeting**  
**Tuesday, April 14, 2009 – 4:15 p.m.**  
**Board Room – District Office**

- 7.2 On the motion of Ms. Cherep, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Instructional Assistant–Bilingual at salary range 47-CSEA to Instructional Assistant–Bilingual (Spanish) at salary range 47-CSEA.
- 7.3 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Ofelia Aguilera, Luz Almanza, Elva Arias, Irene Barrios, Gabriela Calderas, Gabriela Carrillo, Patricia Correa, Narciso De Lira, Esperanza Fite, Marlene Flint, Lorenzo Flores, Veronica Fragoza, Elizabeth Garcia, Jasmine Garcia, Eneida Gilreath, Erika Gutierrez, Viridiana Hernandez, Jose Jauregui, William Monge, Edder Murillo-Virgen, Arturo Navarro, Lilia Palos-Bergado, Elisa Paniagua, Gerardo Rangel, Diana Reyes, Mayra Ruiz, Maria Sandoval, Maura Toledo, Jose Torres, Marilia Vasquez, Nelly Verduzco, Sandra Villarreal, and Raquel Villegas from Instructional Assistant–Bilingual at salary range 47–CSEA to Instructional Assistant–Bilingual (Spanish) at salary range 47–CSEA, effective April 15, 2009.
- 7.4 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Instructional Assistant–Bilingual at salary range 47-CSEA to Instructional Assistant–Bilingual (Korean) at salary range 47-CSEA.
- 7.5 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Hye Choi, Annie Lee, and Sang Lee from Instructional Assistant–Bilingual at salary range 47–CSEA to Instructional Assistant–Bilingual (Korean) at salary range 47–CSEA, effective April 15, 2009.
- 7.6 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Instructional Assistant–Bilingual at salary range 47-CSEA to Instructional Assistant–Bilingual (Romanian) at salary range 47-CSEA.
- 7.7 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Doina George from Instructional Assistant–Bilingual at salary range 47–CSEA to Instructional Assistant–Bilingual (Romanian) at salary range 47–CSEA, effective April 15, 2009.
- 7.8 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the revised job classification of Instructional Assistant–Bilingual at salary range 47-CSEA to Instructional Assistant–Bilingual (Vietnamese) at salary range 47-CSEA.
- 7.9 On the motion of Mr. Costello, duly seconded and unanimously carried, the Personnel Commission approved the reallocation of Rick Pham from Instructional Assistant–Bilingual at salary range 47–CSEA to Instructional Assistant–Bilingual (Vietnamese) at salary range 47–CSEA, effective April 15, 2009.

## MINUTES

Regular Meeting  
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### 8.0 RULES AND REGULATIONS

- 8.1 Classified Personnel Employees Handbook Chapter 9, First Reading.
- 8.2 Classified Personnel Employees Handbook Chapter 10, First Reading.

### 9.0 CHARGES AND HEARINGS

None

### 10.0 OTHER

- 10.1 Unfinished Business
- 10.2 Commissioner's Comments

### 11.0 CLOSED SESSION

#### 11.1 Adjourn to Closed Session

Public Employee Discipline/Dismissal/Release (Government Code 54957)

Acceptance of demand for hearing and appointment of hearing officer for employee discipline / dismissal / release.

Case #     HR-2008-09-01  
              HR-2008-09-02  
              HR-2008-09-04

Adjourned to Closed Session 4:29 p.m.

Reconvened to Regular Meeting 4:43 p.m.

### 12.0 NEXT REGULAR MEETING

Date:            **Tuesday, May 12, 2009**  
Time:            4:15 p.m.  
Location:       Board Room

### 13.0 ADJOURNMENT

The Personnel Commission adjourned the meeting at 4:44 p.m.

**Annual Budget of Personnel Commission**  
**Fiscal Year 2009-2010**  
 (Education Code Section 45253)

\_\_\_\_\_**Anaheim Union High**\_\_\_\_\_ School District, Orange County, California

**NOTICE OF PUBLIC HEARING BY THE PERSONNEL COMMISSION**

TO: The Governing Board and District Administration

The public hearing on this proposed budget will be held on \_\_\_\_\_**May 12**\_\_\_\_\_, 2009,  
 \_\_\_\_\_**4:15**\_\_\_\_\_am/pm

at \_\_\_\_\_**Anaheim Union High School District 501 Crescent Way Anaheim, CA 92803**\_\_\_\_\_

You are invited to attend and present your views.

|  |                |
|--|----------------|
| _____Chairman or Director of Personnel Commission_____ | _____Date_____ |
|--|----------------|

**ADOPTED ANNUAL BUDGET OF PERSONNEL COMMISSION**

TO: Wendy Benkert, Assistant Superintendent, Business Services  
 Orange County Department of Education

This proposed budget was adopted subsequent to a public hearing by the Personnel Commission of the district.

DATE OF MEETING: \_\_\_\_\_

**REVIEWED BY THE DISTRICT SUPERINTENDENT**

|                          |                |
|--------------------------|----------------|
| _____Superintendent_____ | _____Date_____ |
|--------------------------|----------------|

|  |                |
|--|----------------|
| _____Chairman or Director of Personnel Commission_____ | _____Date_____ |
|--|----------------|

**APPROVAL OF ANNUAL BUDGET OF PERSONNEL COMMISSION**

TO: The Governing Board and Personnel Commission

This report has been examined and approved by the ORANGE COUNTY SUPERINTENDENT OF SCHOOLS.

William Habermehl  
 County Superintendent of Schools

\_\_\_\_\_, 2009

\_\_\_\_\_, Deputy  
 Wendy Benkert, Ed.D.  
 Assistant Superintendent, Business Services

**ANNUAL BUDGET OF THE PERSONNEL COMMISSION  
FISCAL YEAR 2009-10**

The public hearing on this proposed budget was held on May 12, 2009 for the Anaheim Union High School District School District. The budget was adopted by the Personnel Commission of the District and has been submitted to the County Superintendent of Schools for approval. Is there any reason why this budget, as presented, should **not** be approved by this office for incorporation into the district's general operating budget?

NO \_\_\_\_\_ YES \_\_\_\_\_

If yes, please provide a separate written explanation.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Superintendent or Designee)

For additional information please contact:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone: \_\_\_\_\_

Please return this form to:

Darren Dang, Administrator  
Business Services  
Orange County Department of Education  
200 Kalmus Drive  
P.O. Box 9050  
Costa Mesa, CA 92628-9050

(714) 966-4176



| Annual Budget of Personnel Commission<br>Fiscal Year 2008-2009<br><br>Anaheim Union High School District |  | Column I<br>2007-08<br>Actuals<br>(\$ only) | Column II<br>2008-09<br>Actuals or<br>Estimate<br>(\$ only) | Column III<br>2009-10<br>Budget<br>(\$ only) |
|--|--|---|---|--|
| <b>2000</b>  | <b>Classified Salaries<sup>1</sup></b>               | 35,000.00                                   | 35,000.00   | 15,000.00                                    |
| 2300   | Classified Supervisors & Administrators              | 63,257.00                                   | 67,322.00   | 71,656.00                                    |
|  | Commission Members <sup>2</sup>                      | 3,000.00                                    | 3,000.00  | 3,000.00                                     |
|  | Director   | 144,576.00                                  | 139,628.00  | 144,421.00                                   |
| 2400   | Clerical, Technical & Office Staff                   | 222,894.00                                  | 229,863.00  | 235,035.00                                   |
|  | Secretaries, Clerks                                  | 63,593.00                                   | 66,804.00   | 59,148.00                                    |
|  | <b>SUBTOTAL (2000 CLASS.)</b>                        | <b>532,320.00</b>                           | <b>541,617.00</b>   | <b>528,260.00</b>                            |
| <b>3000</b>  | <b>Employee Benefits</b>                             |   |   |  |
| 3101   | State Teachers Retirement System –<br>Certificated   |   |   |  |
| 3102   | State Teachers Retirement System –<br>Classified     |   |   |  |
| 3201   | Public Employees' Retirement System-<br>Certificated |   |   |  |
| 3202   | Public Employees' Retirement System-<br>Classified   | 48,569.00                                   | 47,120.00   | 48,569.00                                    |
| 3301   | OASDI/Medicare – Certificated                        |   |   |  |
| 3302   | OASDI/Medicare – Classified                          | 40,722.00                                   | 38,756.00   | 40,722.00                                    |
| 3401   | Health & Welfare Benefits – Certificated             |   |   |  |
| 3402   | Health & Welfare Benefits – Classified               | 120,000.00                                  | 116,976.00  | 120,000.00                                   |
| 3501   | Unemployment Insurance – Certificated                |   |   |  |
| 3502   | Unemployment Insurance – Classified                  | 266.00                                      | 1520.00   | 1520.00                                      |
| 3601   | Workers' Compensation Insurance –<br>Certificated    |   |   |  |
| 3602   | Workers' Compensation Insurance –<br>Classified      | 10,753.00                                   | 8,070.00  | 10,753.00                                    |
| 3801   | PERS Reduction – Certificated                        |   |   |  |
| 3802   | PERS Reduction - Classified                          | 20,739.00                                   | 18,816.00   | 20,739.00                                    |
| 3901   | Other Benefits – Certificated                        |   |   |  |
| 3902   | Other Benefits – Classified                          |   |   |  |
|  | <b>SUBTOTAL (3000 CLASS.)</b>                        | <b>241,049.00</b>                           | <b>231,258.00</b>   | <b>242,303.00</b>                            |

| <b>Annual Budget of Personnel Commission<br/>Fiscal Year 2008-2009<br/>Anaheim Union High School District</b> |   | <b>Column I<br/>2007-08<br/>Actuals<br/>(\$ only)</b> | <b>Column II<br/>2008-09<br/>Actual or<br/>Estimated<br/>(\$ only)</b> | <b>Column III<br/>2009-10<br/>Budgeted<br/>(\$ only)</b> |
|---|---|---|--|--|
| <b>4000</b>   | <b>Books and Supplies</b>   |   |  |  |
| 4200  | Books & Reference Materials   | 225.00  | 225.00   | 225.00   |
|   | Literature, Periodicals   |   |  |  |
| 4300  | Materials & Supplies  |   |  |  |
|   | Office Supplies   | 18,000.00   | 16,200.00  | 11,000.00  |
|   | <b>SUBTOTAL (4000 CLASS.)</b>   | <b>18,225.00</b>                                      | <b>16,425.00</b>   | <b>11,225.00</b>   |
| <b>5000</b>   | <b>Services &amp; Other<br/>Operating Expenditures</b>                          |   |  |  |
| 5200  | Travel & Conferences  | 3,000.00  | 3,000.00   | 1,500.00   |
|   | Expense Allowances  |   |  |  |
|   | Mileage   | 500.00  | 500.00   | 500.00   |
|   |   | 2,100.00  | 2,100.00   |  |
|   | Conferences   |   |  |  |
| 5300  | Dues and Memberships  | 2,806.00  | 2,868.00   | 2,868.00   |
| 5400  | Insurance   |   |  |  |
|   | Fire and Theft  |   |  |  |
|   | Liability   |   |  |  |
| 5500  | Operations and Housekeeping Services <sup>3</sup>                               |   |  |  |
|   | Utilities   |   |  |  |
| 5600  | Rentals, Leases & Repairs   | 400.00  | 400.00   | 5,600.00   |
| 5700  | Direct Cost Transfers   |   |  |  |
|   | Printing & Forms  | 6,500.00  | 6,500.00   | 6,500.00   |
| 5800  | Prof/Consulting Services & Operating<br>Expenditures                            | 40,000.00   | 30,000.00  | 20,000.00  |
|   | Examinations  |   |  |  |
|   | Advertising   | 10,000.00   | 5,000.00   | 5,000.00   |
|   | Professional Assistance (Screening<br>Committee, Consultants, Analysis Surveys) | 20,000.00   | 15,000.00  | 35,000.00  |
| 5900  | Communications  |   |  |  |
|   | Telephone   | 2,500.00  | 2,500.00   | 2,000.00   |
|   | Postage   | 2,800.00  | 3,000.00   | 3,000.00   |
|   | <b>SUBTOTAL (5000 CLASS.)</b>   | <b>90,606.00</b>                                      | <b>70,868.00</b>   | <b>81,968.00</b>   |

| <b>Annual Budget of Personnel Commission<br/>Fiscal Year 2008-2009<br/><br/>Anaheim Union High School District</b> |   | <b>Column I<br/>2007-08<br/>Actuals<br/>(\$ only)</b> | <b>Column II<br/>2008-09<br/>Actuals or<br/>Estimate<br/>(\$ only)</b> | <b>Column III<br/>2009-10<br/>Budget<br/>(\$ only)</b> |
|--|---|---|--|--|
| <b>6000</b>  | <b>Capital Outlay</b>                                 |   |  |  |
| 6400   | Equipment   |   |  |  |
|  | Office Equipment                                      | 1,000.00  | 1,000.00   | 1,000.00   |
| 6500   | Replacement of Equipment                              | 2,500.00  | 2,500.00   | 2,500.00   |
|  | <b>SUBTOTAL (6000 CLASS.)</b>                         | <b>3,500.00</b>                                       | <b>3,500.00</b>  | <b>3,500.00</b>  |
|  | <b>TOTAL EXPENDITURES</b>                             | <b>885,700.00</b>                                     | <b>863,668.00</b>  | <b>867,256.00</b>                                      |
| <b>9000</b>  | <b>Balance Sheet</b>                                  |   |  |  |
| 9770   | Designated for Economic<br>Uncertainties <sup>4</sup> |   |  |  |

- 1) Include only those expenditures directly attributable to the activities of the Commission and their employees. For example, salaries of administrators having a line responsibility for all district operations should not be prorated even though some time may be spent working with personnel director.
- 2) Salaries for Commission member should not be included without prior and specific authorization by the governing board (Education Code Section 45250).
- 3) The district is required to provide suitable quarters for the Commission and their employees, therefore, expenditures in maintenance, operation, and capital outlay will be limited.
- 4) Include as Undistributed Reserve only such amount as may seem necessary for requirements.

TEST PLAN

|                              |                |           |                   |          |        |           |        |    |             |      |                      |      |           |          |              |  |                |  |                         |  |                  |  |                        |    |           |
|------------------------------|----------------|-----------|-------------------|----------|--------|-----------|--------|----|-------------|------|----------------------|------|-----------|----------|--------------|--|----------------|--|-------------------------|--|------------------|--|------------------------|----|-----------|
| Health Services Technician I | Classification | 3/27/2009 | Req to test rec'd | 4/2/2009 | Posted | 4/23/2009 | Closed | 15 | Days Posted | Open | Field of Competition | None | NCLB Test | 5/5/2009 | Written Test |  | Oral/Perf Test |  | Bilingual Certification |  | List Established |  | Bus. Days from Closing | MT | Recruiter |
|------------------------------|----------------|-----------|-------------------|----------|--------|-----------|--------|----|-------------|------|----------------------|------|-----------|----------|--------------|--|----------------|--|-------------------------|--|------------------|--|------------------------|----|-----------|

## ANAHEIM UNION HIGH SCHOOL DISTRICT

**CLASS TITLE: INSTRUCTIONAL ASSISTANT-BILINGUAL****BASIC FUNCTION:**

Under the direction of an assigned supervisor, assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; serve as an interpreter for teachers or non-English speaking parents as assigned.

**REPRESENTATIVE DUTIES:**

Assist a certificated teacher in providing instruction to individuals or small groups of limited or non-English speaking students in a classroom environment by interpreting written materials and oral lectures; interpret for teachers or non-English speaking parents as assigned. *E*

Monitor students in the classroom to assure understanding of material being presented; answer student questions; assist students in reviewing homework assignments and test results; report student progress and behavior to teachers as needed; provide after-school tutoring for students. *E*

Provide classroom support to teachers by setting up work areas and displays, operating equipment and distributing and collecting paper, supplies and materials; confer with teachers concerning programs and materials to meet student needs. *E*

Administer and score a variety of tests according to established guidelines; assist in determining English proficiency of identified students; explain and interpret results to appropriate parties. *E*

Read books to students and observe their reading abilities as assigned; assist students with letter and word pronunciation and recognition. *E*

Perform a variety of clerical duties such as preparing, typing, duplicating and filing instructional materials, scoring papers and recording grades; maintain student files as assigned; record student attendance. *E*

Operate a variety of classroom and office equipment including a computer, copier, typewriter and laminator. *E*

Monitor students during outdoor activities; assist teachers during field trips and a variety of instructional excursions. *E*

Assure the health and safety of students by following health and safety practices and procedures; maintain learning environment in a safe, orderly and clean manner. *E*

***E* Essential Job Functions**

**Approved 4/10/01**

**BOT Approved: 12/13/01**

**Revised 8/6/02 NCLB**

Serve as an interpreter for parent conferences, IEP meetings and telephone calls as needed. *E*

Attend and participate in staff meetings; attend various in-service meetings as assigned.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Correct oral and written usage of English and a designated second language.

Basic subjects taught in District schools including arithmetic, reading, writing, grammar and spelling.

Basic instructional methods and techniques.

Safe practices in classroom and playground activities.

Requirements of maintaining a learning environment in a safe, clean and orderly condition.

Child guidance principles and practices.

Operation of standard office and classroom equipment including a computer.

Basic record-keeping and filing techniques.

Classroom procedures and appropriate student conduct.

Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Read, write and interpret English and a designated second language.

Assist with instruction and related activities in a classroom or assigned learning environment.

Reinforce instruction to individual or small groups of students as directed by the teacher.

Monitor, observe and report student behavior and progress according to approved policies and procedures.

Perform a variety of clerical duties including typing, filing and duplicating materials.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing in English and a designated second language.

Understand and follow oral and written instructions.

Operate standard office and classroom equipment including a computer.

Observe health and safety regulations.

**EDUCATION AND EXPERIENCE:**

Graduation from high school, \*an associate degree, and some experience using oral and written bilingual skills in an instructional setting.

**SUBSTITUTION:** Forty-eight units of college level coursework, or qualifying score on District "Instructional Proficiency" examination may be substituted for the required associate degree.

*\*The educational requirement for an associate degree or listed substitutions applies only to persons hired after January 8, 2002.*

Approved 4/10/01

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Classroom and playground environment.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to assist students.

Seeing to read a variety of materials and monitor student activities.

Hearing and speaking to exchange information.

*\*The educational requirement for an associate degree or listed substitutions applies only to persons hired after January 8, 2002.*

**Approved 4/10/01**

**RULE 11**

**TRANSFER OF EMPLOYEES**  
~~CHANGES IN POSITION AND CLASS (6.2)~~

11.1 Transfer (6.2.1)

**11.1.1 Definition of Transfer**

**For purposes of this Rule, a vacancy shall occur when a new position is created or an existing position becomes vacant.**

**A. A position transfer means the relocation of an employee between job sites or between departments, within the same classification.**

**B. A lateral transfer is the transfer of an employee to a position in a similar or related class with the same salary range.**

**11.1.2 Position Transfer**

~~A permanent employee transferred may be initiated by the District or at his/her the request of the employee. An A permanent employee may be transferred to request a position transfer if in a related class on the same salary schedule the employee has permanent status. District initiated position~~ Such transfers shall ~~may be make only~~ **made at any time** or for the good of the **classified** service with the approval of the Personnel Director. **Transfers shall be governed by the following:**

**A. An employee who is to be transferred shall be notified in writing by the District at least five (5) working days prior to the effective date of the transfer.**

**B. When a transfer is which not voluntary initiated by the District the employee may request a conference or written statement regarding the reasons for the transfer. Upon such request, the District shall be discussed with the employee by his/her immediate supervisor provide a written statement of the reasons for any the transfer or meet with the employee and provide the reasons prior to the effective date of the transfer. The reasons for the transfer shall be clearly stated to the employee in ordinarily and concise language understandable by the employee.**

**C. Employees Transfer shall not be transferred for used as a device to alter the effects of impending layoff, although employees whose positions are to be eliminated may transfer to other classes as this rule contemplates from a position to another in the same class at the discretion of the department head(s) involved, provided that such action shall not be taken for. punitive or disciplinary preferential reasons except as provided under the disciplinary provisions of these Rules.**

**D. Employees may appeal a transfer on grounds that the District did not comply with the procedures set forth in these Rules.**



### 11.1.3 Submission of Request for Transfer

~~An A permanent classified employee~~ **may request a** ~~desiring a voluntary transfer~~ **by submitting a completed "Request to Transfer" to Human Resources. Consideration shall be given to** ~~according to these procedures~~ **properly submitted requests for transfer. Transfer requests will be held on file for transfer consideration until the following June 30.**

~~Transfer requests while on file in the Classified Personnel Office will be kept confidential. Classified employees may contact the Classified Personnel Office to obtain information concerning current openings.~~

~~When vacancies occur, all employees who have current "Request for to Transfer" on file with the Classified Personnel~~ **Human Resources** ~~Office, will be notified of the vacancy and given the opportunity to interview for the position.~~

~~The Classified Personnel~~ **Human Resources** ~~Office shall notify those individuals interviewed for a specific vacant position of the hiring supervisor's recommendation.~~

### 11.1.4 Lateral Transfer

**Lateral transfers shall first be approved by the Human Resources Personnel Director and ratified by the Commission. Determination** ~~determine of~~ **whether classes are sufficiently related to permit transfer between them It shall be based on the** ~~consider~~ **similarity of duties, minimum qualifications, examination content occupational group, and promotional field (above and below) and other related factors. Lateral transfer candidates shall be certified for a vacant position in addition to all other eligibles for interview.**

~~In general, more latitude in transfers is permitted:~~

- ~~1. As the employee's seniority in the classified service increases.~~
- ~~2. When the transfer request is based on re-classification, impending layoff, or for reasons of health.~~
- ~~3. When the employee meets the minimum requirements for the class.~~

### 11.1.5 No Adverse Effect From Transfer

~~Transfer shall be made without~~ **not change the employee's range and step placement on in the salary rate schedule, salary increment date, anniversary date accumulated illness leave and accumulated vacation credit or otherwise adversely affect the employee's rights except as provided in these Rules.**

### 11.1.6 Seniority Credit Upon Transfer

~~Transfers shall have the following effect on seniority:~~

- A. There shall be no effect upon seniority when both positions are Within in the same class —none..**

**B. When the transfer is to a position in From one class another class- the employee shall not receive, seniority credit in the new class shall commence with the employee's first day of paid service in the new class. The employee however he/she shall retain such credit and seniority for in the service in other classes former class as well as total seniority in the classified service with the District.**

A permanent employee who transfers to a position in a related class (as described in subsection E), shall not advance on the salary schedule upon completion of the probationary period in the new class.

## **11.2 Demotions (6.2.2)**

### **11.2.1 Voluntary Demotions**

A permanent employee may request a voluntary demotion to a **vacant position in a class with a lower maximum salary rate, provided that the employee has previous permanent status in that class or the Human Resources Director has determined that the classes are sufficiently related to permit a demotion based on similarity of duties, minimum qualifications, examination content and other related factors and the request for demotion is to a related class in the same occupational group. All demotion** Such requests shall require the approval of his/her department head and that of the head of the department to which he/she is to be assigned **the Human Resources Director. Demotion candidates shall be certified for a vacant position in addition to all other eligibles for interview.**

- A. **A permanent employee may take a voluntary demotion to remain in a current position rather than being reassigned.**
- B. **A permanent employee may accept a temporary demotion on a voluntary basis to fill a limited-term position or a summer assignment.**
- C. **A voluntary demotion is available to a privilege probationary employee, who does not hold permanent status in the District, only in cases when he/she would otherwise be lieu of layoff laid and according to this Rule for lack of work or lack of funds.**
- D. **An permanent employee who demotes transfers to a position in a class in where permanent status which he/she has not previously completed a been held probationary period, shall complete the appropriate be considered probationary period in the new that class. for a period of six months (130 working days) or one full work year for all management employees. At any time during the probationary period he/she may be returned (Transferred) to his/her former class without right of appeal, unless such action results in layoff, demotion, or reduction in assigned time. In the latter cases, the employee will have the same appeal rights as a permanent employee who is demoted or dismissed.**

**E. Salary placement for employees who demote to a class with a lower maximum salary rate shall be in accord with these Rules.**

~~An employee who has taken a voluntary demotion may be restored to his/her former class or to a related lower class, as determined by the Personnel Director, within 39 months. Except when demotion was chosen in lieu of layoff, restoration is discretionary with the appointing authority.~~

~~An employee who has accepted demotion in lieu of layoff for lack of work, lack of funds, or abolishment, or reclassification of his/her position, has the right to be re-employed, in accordance with his/her seniority, in his/her former class within 39 months after demotion. Intervening re-assignments to other classes shall not abrogate that right.~~

Reference: Education Code 45272

**11.2.2 Involuntary Demotion**

~~Involuntary demotion is a disciplinary action for cause and is subject to the disciplinary pertinent rules and procedures in these Rules.~~

**11.2.3 Reinstatement of Former Employees**

~~A former permanent employee who resigned in good standing may be reinstated to a vacant position in his/her a former class and status within thirty-nine (39) months of the last date of paid service. In addition, Also, he/she the former employee may be re-employed reinstated to a vacant position in a lower related class if qualified, or in limited term status in the same or lower class in a lower related class, if. Such actions are discretionary with the appointing authority approved by the Human Resources Director. The determination of whether the class is sufficiently related to permit reinstatement shall be based on the similarity of duties, minimum qualifications, examination content and other related factors. Reinstatement actions are discretionary with the District.~~

**11.2.4 Restorations (6-2-3)**

**The restoration of a current employee or the reinstatement or reemployment of a former employee shall have the following effects:**

**A former employee reinstated Restoration to a position in a former class shall be placed at the same salary the former step in the salary range for the class or as when the person left the District, and on the current salary range for the classification. If re-employed reinstated in a lower related class, the employee is placed at to the rate closest to that of the step to which he/she would be assigned if he/she were reinstated in his/her former class.**

**A current employee being restored to a former higher class would be placed on the salary range of the higher class and then to the step required in these Rules as if the employee was receiving a promotion.**

**A reinstated former employee If restored to permanent status receives restoration of accumulated sick leave and seniority is mandatory as of the date of separation.**

**A reinstated Restoration former employee receives restoration of the former anniversary date, but without step advancement credit for the off-duty period deducting the time away from the District and without step advancement credit for the break in service.**

**A reinstated former employee receives restoration of any longevity granted prior to resigning, without longevity or step advancement credit for the break in service.**

Reference: Education Code 45309

## RULE 9

## EMPLOYMENT STATUS

**9.1 Certification of Payrolls (70.400.1)**

## 9.1.1 Official Roster

The Personnel Director shall maintain, in his/her office, an official roster containing the names and complete employment records of all employees holding positions under the provisions of the Act.

## 9.1.2 Payroll Audit (70.400.2)

A. All payrolls or claims containing the names of any person or persons to be paid for services rendered in positions subject to the provisions of the Act shall be submitted to the Personnel Director, who shall cause such payrolls or claims to be examined to determine whether the employees whose names appear thereon are employed in accordance with law.

B. If, upon examination of a payroll or claim, the names titles, periods for which payments are to be made, and rates of pay of the persons to be paid are all found to be in accordance with the provisions of the Act, and the rules and regulations prescribed there under and all statutes relating to any manner to employment, certification of the fact shall be made upon such payroll or claim by the Personnel Director or his/her authorized representative.

C. If, upon examination of a payroll or service report, it is found that any person named thereon has been employed in violation of any provision of the Act or the rules and regulations, notice of such violation shall be made upon such payroll or service report and such notice shall serve as official notification of the Governing Board and the County offices that the drawing, signing or issuing of any warrant on the Treasurer or other disbursing officer of the County for the payment of salary or compensation to such person is unlawful.

**9.2 Employee Assignment****9.2.1 Assignment Data**

**Upon initial employment and upon each change in classification thereafter, the classified employee shall sign an acknowledgment of the receipt of the terms of employment information. The original assignment information shall be placed in the employee's personnel file.**

**A. The employee shall be provided one (1) copy of: the class specification for the position; the notice of salary, including length of pay period, hourly, daily, monthly, annual, overtime and differential rates of pay; prescribed duty hours, work week, work year and work location; and the terms and conditions of the probationary period, including performance evaluation procedures.**

Reference: Education Code 45169

## 9.2.2 Change in Working Hours

**The District shall have the right to assign and reassign daily hours of work and shifts consistent with any negotiated labor agreement, to meet the operational needs of the District. Written notice of a change in working hours shall be provided to an employee five (5) work days prior to the effective date of the change.**

## 9.2.3 Orientation of New Employees

**Each employee shall be advised by his/her immediate supervisor of information relating to the employee's position, including but not limited to: specific duty hours, break times, lunch period, work rules, department regulations procedure for reporting absences, payroll reporting and the procedures for performance evaluation.**

## 9.3. Probationary Status Period ~~(60.100)~~

### 9.3.1 Initial ~~Duration of~~ Probationary Period ~~(60.100.1)~~

**Each** A new employee appointed from an eligibility list shall serve an **initial** probationary period of six **(6)** months **or one hundred thirty** (130) **working days of paid regular service, whichever is longer,** ~~not including holidays and vacation days in one~~ a classification before attaining permanency in the classified service. An employee who has been promoted shall serve a probationary period of six **(6)** months (130 days) ~~not including holidays and vacation days~~ in the higher class before attaining permanency in that **classification**. Credit toward completion of probation shall be granted only for service in regular positions in the class after appointment from the eligibility list.

~~For those classes designated by the commission as executive or administrative, the probationary period shall be one (1) year (260 working days). An employee rejected for failure to meet minimum standards for the position, may not apply for that position in the future but may apply for any other position for which qualified. An employee terminated for cause during the probationary period is not eligible to apply for any position in the school district.~~

Reference: Education Code 45301

### 9.3.2 ~~Rights-Completion of Initial~~ Probationary Employees ~~(6.1.1)~~

**Each probationary employee shall be evaluated at least by the end of the third month and the fifth month. In addition, employees with a one (1) year probation shall be evaluated at least by the end of the ninth month and the end of the eleventh month.**

A new **probationary** employee who resigns in good standing during his/her initial probationary period shall, upon request, have his/her name restored in proper rank to the eligibility list. Such action shall not extend the life of the eligibility list or the period of eligibility of the employee.

**When** a new **probationary** employee who is suspended or dismissed during his/her initial probationary period, **the immediate supervisor shall be prepare a written recommendation for dismissal to the Human Resources department.** ~~notified in writing~~ **The written recommendation from Human Resources for dismissal shall be given to the probationary employee prior to the end of probation.** ~~of the action taken and the charges against him/her.~~ **A probationary employee He/she shall not have the right of to appeal.**

Should the work for which a probationary employee has been appointed prove temporary instead of permanent, as certified, and should the employee be laid off without fault or delinquency on the employee's part before the employee's probationary period is completed, his/her name shall be restored to the eligibility list and the time the employee has served shall be credited to their probationary period.

### **9.3.3 Subsequent Probation For Permanent Employees**

**A permanent classified employee who has been promoted shall serve a new probationary period in the new classification before attaining permanency in that classification.**

**A permanent classified** An employee who has ~~permanent status in the classified service, and who has been promoted to a higher class,~~ may be **involuntarily returned,** ~~demoted~~ during the probationary period, to his/her former class. He/she shall be notified in writing of the action and the charges against him/her, **and** ~~but~~ shall have the right of **to** appeal.

A permanent **classified** employee ~~who is suspended or dismissed or demoted to other than his/her former class during~~ **in** a probationary **status** period **shall** retain full rights of **to** appeal.

## RULE 10

## HOURS OF EMPLOYMENT AND OVERTIME

**10.1 Work Schedules** ~~Work Periods and Overtime (70.100)~~**10.1.1** ~~Workday and Workweek (70.100.1)~~

The **workweek of classified employees shall consist of** ~~maximum number of~~ hours of regular employment of an employee is eight (8) hours a per day and forty (40) hours a per week. **These Rules shall not be construed to 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.**

However, ~~The Governing Board~~ **District** may **establish a workday of less** ~~employ~~ persons for lesser periods of time and may, through authorized administrators, order and authorize employees to work in excess of **than** eight (8) hours in one per day or forty (40) hours in one week **for some or all of its classified positions.**

**When the District determines that a classified employee is to be assigned a workweek which includes Saturday or Sunday, the district shall notify the employee in writing.**

Reference: Education Code 45127

**10.1.2 Ten-Hour, Forty Hour Per Week Schedule**

The District may establish a ten (10) hour per day, forty (40) hour, four (4) consecutive day workweek for all, or certain classes of its employees, or for employees within a class. This schedule may be adopted by reason of work location and if duties are not required for a workweek of five (5) consecutive days. This provision may be implemented if establishment of such a workweek has the concurrence of the employee organization, or in the absence of an employee organization, the concerned employee and the employee's department or division manager.

Reference: Education Code 45132

**10.1.3 Nine-Hour, Eighty-Hour, Per Two-Week Schedule**

The District may establish a nine (9) hour per day, eighty (80) hour per two (2) week work schedule. This schedule may be implemented if establishment of such a workweek has the concurrence of the employee organization, or in the absence of an employee organization, the concerned employee and the employee's department or division manager.

Reference: Education Code 45132

**10.1.4 Work Day**

The length of the workday shall be designated by the District for each classified assignment in accordance with the provisions set forth in these rules. Each classified employee shall be assigned a fixed number of hours per day, days per week and months per year.



#### **10.1.5 Adjustment of Assigned Time**

**Any classified employee, who with the permission or at the direction of his supervisor, works an average of thirty (30) minutes or more per day in excess of his/her regular part-time assignment for a period of twenty (20) or more consecutive work days shall have their regular assignment adjusted upward to reflect the longer hours, effective at the beginning of the next pay period.**

**If a part-time employee's average paid time, excluding overtime, for a part-time assignment exceeds the average assigned time by fifty (50) minutes or more per working day in any quarter, the hours paid per day for compensable leaves and holidays in the succeeding quarter shall be equivalent to the average paid per working day in the preceding quarter.**

Reference: Education Code 45137

#### **10.1.6 Decreases in Assigned Time**

**A District initiated decrease in the assigned hours per day, hours per week, days per year or months per year of a classified employee shall be considered a layoff for lack of work or lack of funds. All district initiated decreases in assigned time shall be in accordance with the layoff procedures in these Rules.**

#### **10.1.7 Benefits for Assignments of Less than 8 Hours/12 Months**

**All employees assigned less than eight (8) hours per day and/or less than twelve (12) months per year shall be entitled to sick leave and all other benefits conferred by law on classified employees. These employees shall also be entitled to all leaves and benefits granted by the Board of Trustees to a majority of the regular full-time classified employees. These benefits shall be provided on at least a prorated basis.**

Reference: Education Code 45136

#### **10.1.8 Meal Periods**

**All employees assigned to work more than five (5) consecutive hours per day shall be provided an unpaid, uninterrupted meal period of a least thirty (30) minutes. When an assignment of not more than six (6) hours will complete the day's work, the meal period may be waived by mutual consent of the District and employee. For full-time employees, the meal period shall be provided at or about the midpoint of the work shift.**

#### **10.1.9 Rest Periods**

**Employees shall be assigned one (1) paid rest period during each consecutive four (4) hour work period as specified below:**

**Employees who work six (6) to eight (8) hours per day shall be assigned two (2) fifteen (15) minute rest periods. Rest periods shall be scheduled approximately at the midpoint of each work period, before and after the meal period. Rest periods shall be assigned by the immediate supervisor.**

**Employees working fewer than six (6) but four (4) or more hours per day shall be provided one (1) fifteen (15) minute paid rest period.**

**Employees shall remain at their assigned work sites during a paid rest period unless authorization to leave the work site has been given by the immediate supervisor. Immediate supervisors are encouraged not to unreasonably withhold authorization to leave the work site during rest periods.**

## **10.2 Overtime and Related Matters**

### **10.2.1 Overtime Defined (~~70.100.2, 70.100.3, 70.100.4, 70.100.5~~)**

**All overtime hours as defined in these Rules** ~~A regular employee who works authorized overtime shall be paid~~ **compensated** at a rate of pay equal to ~~time one and one-half (1-1/2) times the regular rate of pay of the employee amount of overtime worked. He/She shall be paid in cash at one and one-half times his/her regular rate of pay for the Overtime worked is~~ **defined to include any time ordered and authorized working time in excess of eight (8) hours in any one day or in excess of forty (40) hours in any calendar one week. No one shall order or authorize overtime unless it is approved in advance by the Superintendent or his/her designated representative. Overtime shall be reported and credited in multiples of 15 minutes of working time.**

- A. Employees having an average work day of four (4) or more hours shall receive overtime compensation for any authorized work performed on the sixth or seventh consecutive day of work.**
- B. Employees having an average work day of less than four (4) hours per day shall receive overtime compensation for any authorized work performed on the seventh consecutive day of work.**
- C. All hours worked by an employee on any holiday designated by these Rules, law or the Board shall be compensated at the overtime rate of pay in addition to regular pay received for the holiday. This provision shall apply to employees excluded from other overtime provisions of these Rules.**
- D. When a ten (10) hour per day, forty (40) hour per week schedule has been approved, the overtime rate shall be paid for all hours worked in excess of ten (10) hours per day or forty (40) hours per week.**
- E. When a nine (9) hour, eighty (80) hour per two (2) week schedule has been approved, the overtime rate shall be paid for all hours worked in excess of nine (9) hours per day or eighty (80) hours in the two-week period.**
- F. ~~The A regular employee who works authorized~~ rate of pay for overtime purposes shall be paid compensatory overtime at a rate equal to one and one-half times the amount of overtime worked **employee's hourly rate of pay plus any differential rate, premium rate or longevity rate paid on a monthly basis.** Employees who perform authorized work on Saturdays or Sundays shall receive compensation at the rate of one and one-half times his/her regular rate. Employees required to work on Board authorized holidays shall receive compensation, or compensatory time off, on a one and one-half time basis in addition to the regular pay to which they might be entitled.**
- G. The number of hours worked for overtime purposes shall include all time during which an employee is excused from work because of holidays, sick leave, vacation, compensation time off or other paid leave of absence.**

#### ~~Overtime Caused by Critical Emergency (70.100.6)~~

~~If the Governing Board declares that overtime service was necessitated because of a critical emergency (civil disaster or other such major occurrence) the rate of pay for such overtime service shall be less than the time and one-half rates described in these regulations.~~

#### **10.2.1 Compensatory Time Off Overtime (70.100.7)**

**Overtime may be compensated as compensatory time off.**

- A. A record of compensatory time worked and taken shall be maintained in the department or school site.**
- B. Compensatory time may be taken in lieu of any other authorized leave.**
- C. Compensatory leave shall be approved by the immediate supervisor before it is taken.**
- D. An employee overtime in excess of eight (8) hours in one day or forty (40) hours in one week shall use earned compensatory time be taken within the twelve (12) calendar months of the payroll period in which it is earned as scheduled and following the date on which the time was earned.**
- E. Compensatory time is earned at the regular or overtime rate as established in these Rules.**

#### **10.2.3 Assignment of Overtime**

**Overtime work shall be equitably assigned among all qualified classified employees who are in the same class, the same organizational unit and the same work location. In assigning overtime, the immediate supervisor may consider:**

- A. Special skills and/or training required to perform the work.**
- B. The availability of regular part-time classified employees to perform the work.**

#### **10.2.4 Call-Back Time**

**Whenever an employee is called back to duty by a supervisor or designee, after the conclusion of the normal work shift, the employee shall receive a minimum of two (2) hours pay or pay for the actual hours worked at the appropriate salary rate, whichever is greater.**

### 10.2.5 Call-In Time

**Whenever an employee is called to work by a supervisor or designee on a day which is not a regularly scheduled work day, the employee shall receive a minimum of two (2) hours pay or pay for the actual hours worked at the appropriate salary rate, whichever is greater.**

### 10.2.6 Exemption From Overtime

**Positions or classes of positions designated supervisory, and administrative or executive by the Commission may be personnel identified as overtime exempt on the adopted Classified Management Salary Schedule, are excluded from the overtime provisions of these Rules. To be exempt from overtime, positions or classes of positions must clearly and reasonably be management positions. The duties, flexibility of hours, salary, benefit structure and authority of these classes are of such a nature that they should be set apart from positions subject to overtime and will not be unreasonably discriminated against as a results of this exemption. Notwithstanding this Rule, if an exempt employee is required to work, with prior approval of the Superintendent or Board of Trustees on any District paid holiday, the employee shall be paid in addition to the regular pay received for the holiday, the rate of one and one-half (1-1/2) times the employee's regular rate of pay for all hours worked on that day.**

Reference: Education Code 45130, 45203