



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION MEETING AGENDA

June 14, 2016

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, June 14, 2016**, at the **Webster Elementary School - Library**: 3602 Winter Canyon, Malibu, CA.

I. General Functions:

- G.01 Call to Order
- G.02 Roll Call
- G.03 Pledge of Allegiance
- G.04 Approval of Agenda for Regular Meeting on June 14, 2016

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Joseph Pertel						

- G.05 Approval of Minutes for Regular Meeting on May 10, 2016

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Peter Lippman						
Joseph Pertel						

- G.06 Report from the Director of Classified Personnel
- G.07 Personnel Commissioner Comments/Reports
- G.08 Communications
- G.09 Public Comments



PERSONNEL COMMISSION MEETING AGENDA

Electronically Recorded (AUDIO ONLY)

June 14, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission will be held on **Tuesday, June 14, 2016**, at the **Webster Elementary School**: 3602 Winter Canyon, Malibu, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commission's subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

G.01 Call to Order:

G.02 Roll Call:

G.03 Pledge of Allegiance:

G.04 Approval of Agenda for Regular Meeting on June 14, 2016

G.05 Approval of Minutes for Regular Meeting on May 10, 2016

G.06 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- Classified Employees Appreciation Week
- General Comments and Updates
- Personnel Commission Budget – Fiscal Year 2016-2017

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

- Advisory Rules Committee Update

G.07 Personnel Commissioner Comments/Reports:

This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

G.08 Communications:

The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- SEIU Report
- Board of Education Report

G.09 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

Classification

Eligibles

Instructional Assistant – Physical Education	3
Physical Activities Specialist	2

C.02 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Rex Aclan in the classification of Accounting Technician at Range: 29 Step: E

C.03 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Jerry Gibson in the classification of Facility Use Manager at Range: M-50 Step: C

C.04 Advanced Step Placement:

Approval of the Advanced Step Placement for new employee Janice Mangangey in the classification of Paraeducator-3 at Range: 26 Step: B

- C.05 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Steven Zander in the classification of Instructional Assistant - Music at Range: 20 Step: D

III. ACTION ITEMS:

These items are presented for ACTION at this time.

- A.01 Classification Revision:
Approval of the revisions to the Campus Security Officer classification within the Student Services job family.
- A.02 New Classification:
Approval of the new classification Theater Operations Supervisor within the Facility Services job family.

IV. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

- D.01 Implementation of the Salary Survey Recommendations
D.02 Temporary Suspension of Advanced Step Placement
D.03 First Reading of Changes to Merit Rules:
Chapter XI: Vacation, Leaves of Absence and Holidays

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
I.02 Open Personnel Requisitions Status Report
I.03 Filled Personnel Requisitions Status Report
I.04 Classified Personnel – Merit Report - No. A.20 (for SMMUSD School Board Agenda)
 - June 2, 2016

I.05 Classified Personnel – Non-Merit Report – No. A.21
 - June 2, 2016

I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016

I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- Second Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	July 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, July 12, 2016, at 4:00 p.m. – *District Office Board Room*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

IX. CLOSED SESSION:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Director of Classified Personnel

B. CANDIDATE’S APPEAL

Title: Facilities Technician

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

X. ADJOURNMENT:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.



**PERSONNEL COMMISSION MEETING
MINUTES**

Electronically Recorded (AUDIO ONLY)

May 10, 2016

PERSONNEL COMMISSIONERS: Mrs. Barbara Inatsugu, Mr. Joseph Pertel and Mr. Peter Lippman

A regular meeting of the Santa Monica-Malibu Unified School District Personnel Commission was held on **Tuesday, April 12, 2016**, in the **District Administrative Offices:** 1651 16th Street, Santa Monica, CA.

- ❖ **Instructions on Public Comments:** Persons wishing to address the Personnel Commission regarding an item scheduled for this meeting must submit the "Request to Address" card before consideration of that item. Persons wishing to address the Personnel Commission regarding an item within the Commissions subject matter jurisdiction but not scheduled on this meeting's agenda may speak during the Public Comments section by submitting the "Request to Address" card before the Commission reaches that section of the agenda.

OPEN SESSION

I. GENERAL FUNCTIONS:

- G.01 Call to Order:** The Open Session of the Regular Meeting of the Personnel Commission was called to order at 4:14 p.m.
- G.02 Roll Call:** Commissioners Inatsugu, Lippman, and Pertel were present.
- G.03 Pledge of Allegiance:** Commissioner Pertel led all in attendance in the Pledge of Allegiance.
- G.04 Motion to Approve Agenda:** May 10, 2016

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

If you will require an accommodation to participate in the Commission meeting, please notify the Personnel Commission Office at least 48 hours prior to the meeting.

G.05 Motion to Approve Minutes: March 8, 2016

It was moved and seconded to approve the agenda as amended – page order. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu					✓	
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

Motion to Approve Minutes: April 12, 2016

It was moved and seconded to approve the agenda as amended – page order. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman	✓		✓			
Joseph Pertel					✓	

G.06 Report from the Director of Classified Personnel:

This is an opportunity for the Director of Classified Personnel to report on items relevant to Personnel Commission.

- Classified Employee Appreciation Week
 - **Director Cool informed the Personnel Commission about the upcoming Classified Employee Appreciation Week, from May 15 to May 21, 2016, to honor classified employees' contribution to the District and its students.**
 - **In the past, the reception was always followed by the regular Personnel Commission meeting, but this year, it will be a standalone celebration. Director Cool invited the Personnel Commissioners to join the festivities on Tuesday, May 17, 2016 at 3:00 p.m. in the Board Room.**
- General Comments
 - **Director Cool updated the Personnel Commission about the Human Resources Technician recruitment. Last week he and Ms. Lamping conducted the selection interviews with four (4) capable candidates. Director Cool is in a process of checking references to select the most suitable candidate.**
 - **Director Cool announced that the Personnel Commission Department is participating in the pilot program implementing Time Clock Plus together with Human Resources and Fiscal Services to efficiently track attendance.**
 - **Director Cool also informed the Personnel Commission about employing a digital processing of Position Control forms using Chalk Schools' platform. Chalk Schools converts preexisting forms into a user friendly version including tracking functions.**

- **Director Cool provided an update on the Chief Operations Officer classification specification. He explained the standard approval process starting with the Board of Education. In this case, the process was reversed; however, the classification specification was approved. The recruitment will be opened soon.**
- **Advisory Rules Committee Update**
 - **Director Cool informed the Personnel Commission about completing revisions to Chapter XI: *Vacation, Leaves of Absence and Holidays*. It was a very complex and long chapter that required many extensive discussions. It will be presented to the Personnel Commission for first reading on June 14, 2016.**

G.07 Personnel Commissioner Comments/Reports:

This is time during which a Personnel Commissioner may make a brief announcement or report on his/her own activities relative to Commission business. This is not a time for discussion.

- **Commissioner Inatsugu informed the Personnel Commission about a bill by Assembly Member, Kevin McCarty, addressing a career ladder for classified employees if they wish to become teachers. PTA has reviewed the bill expressing their support.**

G.08 Communications:

The Communications section provides an opportunity for the Personnel Commission to hear from the individuals or representatives listed below. All reports are limited to five (5) minutes or less.

- **SEIU Report**
 - **None**
- **Board of Education Report**
 - **Dr. Mark Kelly, Assistant Superintendent of Human Resources, informed the Personnel Commission about Education Foundation report on District fundraising which totaled in 2.8 million dollars. There are still about 700,000 dollars to raise in order to meet their goal. The silent auction was a great success. All the items were sold out bringing approximately 100,000 dollars for District's programs. PTA also actively participates in the fundraising.**
 - **Dr. Kelly updated the Personnel Commission on the unification subcommittee's initiatives. One of the members resigned and a new one was appointed.**
 - **Dr. Kelly informed the Personnel Commission about May 11 being The California Day of the Teacher. The Board adopted a resolution in support of The Day of the Teacher. The Board will adopt a similar resolution in recognition and support of classified employees on May 19, 2016.**
 - **Dr. Kelly announced a new superintendent recruitment as Superintendent Lyon has accepted a position in the Palm Springs Unified School District. He expressed his gratitude for Superintendent**

Lyon's contribution and dedicated service to Santa Monica – Malibu Unified School District wishing her all the best in this new endeavor. Commissioner Lippman inquired about Superintendent Lyon's last day. It will be June 30, 2016.

G.09 Public Comments:

Public Comments is the time when members of the audience may address the Personnel Commission on items not scheduled on the meeting's agenda. All speakers are limited to five (5) minutes. When there is a large number of speakers, the Personnel Commission may reduce the allotted time to three (3) minutes per speaker. The Brown Act (Government Code) states that Personnel Commission members may not engage in discussion of issues raised during "Public Comments" except to ask clarifying questions, make a brief announcement, make a brief report on his or her own activities, or to refer the matter to staff.

- **None**

II. CONSENT CALENDAR:

Items are considered routine, require no discussion, and are normally approved all at once by the Personnel Commission. However, members of the Personnel Commission, staff, or the public may request an item be clarified and/or discussed.

C.01 Approval of Classified Personnel Eligibility List(s):

<u>Classification</u>	<u># Eligibles</u>
Facility Use Manager	4
Human Resources Technician	10
Paraeducator-1	32
Paraeducator-2	2
Paraeducator-3	11

It was moved and seconded to approve the Consent Calendar – II.C.01 *Approval of Classified Personnel Eligibility List(s)* as corrected. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman			✓			
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- **Director Cool provided a correction to the Facility Use Manager eligibility list regarding the percentage of Qualification Appraisal Interview – 100% of the overall score.**
- **Director Cool clarified calculations for applicants who took written exam for Paraeducator-1. Most applicants are not required to take the written**

test if they have 48 units of higher education, an associate degree, or six (6) months of experience.

C.02 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Janet Laird in the classification of Paraeducator-3 at Range: 26 Step: D

C.03 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Thania Montoya in the classification of Paraeducator-1 at Range: 20 Step: B

C.04 Advanced Step Placement:
Approval of the Advanced Step Placement for new employee Stacy Vela in the classification of Accounting Technician at Range: 29 Step: F

It was moved and seconded to approve the Consent Calendar – II.C.02-04 *Advanced Step Placements* as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu		✓	✓			
Peter Lippman					✓	
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- **Commissioner Lippman voiced his opposition to the policy of advanced step placement (ASP) by abstaining from the vote.**

III. ACTION ITEMS:

These items are presented for ACTION at this time.

A.01 Public Hearing: Fiscal Year 2016-2017 Proposed Personnel Commission Budget

It was moved and seconded to open the Action Item – III.A.01 *Public Hearing: Fiscal Year 2016-2017* as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

REPORT AND DISCUSSION

- **No public comments.**

It was moved and seconded to close the Action Item – III.A.01 *Public Hearing: Fiscal Year 2016-2017* as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Peter Lippman		✓		✓			
Joseph Pertel	✓			✓			

A.02 Adoption: Fiscal Year 2016-2017 Proposed Personnel Commission Budget

It was moved and seconded to adopt the Fiscal Year 2016-2017 Proposed Personnel Commission Budget as submitted. The motion passed.

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu				✓			
Peter Lippman	✓			✓			
Joseph Pertel		✓		✓			

REPORT AND DISCUSSION

- **Director Cool presented a brief overview of the budget documentation provided to the Personnel Commission by Los Angeles County Office of Education including the procedural guidelines, budget approval process, and notification of district intent to concur or reject the proposed budget.**
- **Director Cool noted a change in salaries due to seniority as well as hiring a new director. The change was determined by the Fiscal Department.**
- **Director Cool informed the Personnel Commission about an increase to the account 5802- consultants and the account 2430- clerical hourly for overtime during summer recruitments for one of the Human Resources Technicians.**
- **Commissioner Lippman inquired about discrepancy for the account 2430-clerical hourly presented to LACOE for fiscal year 2015-2016 and the expected expenditure for fiscal year 2015-2016 noted in the 2016-2017 Personnel Commission Proposed Budget.**
- **Director Cool clarified that the difference is due to a summer assignment last year for one of the Human Resources Technicians allocated for recruiting for school year 2015-2016. An adjustment will be made to the LACOE Annual Financial and Budget Report to be consistent with the 2016-2017 Personnel Commission Proposed Budget.**

A.03 Classification Revision:
Approval of the revisions to the Custodian classification within the Operations job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.03 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- **Director Cool informed the Personnel Commission about the latest revisions including reporting of building deterioration suggested by Commissioner Lippman. Another revision was suggested by the Interim Executive Director of Facilities, Maintenance, and Operations, Mr. Roosevelt Brown, in regards to reporting necessary repairs.**

A.04 Classification Revision:

Approval of the revisions to the Lead Custodian classification within the Operations job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.04 as submitted. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

REPORT AND DISCUSSION

- **Director Cool informed the Personnel Commission about the two minor revisions including reporting of building deterioration suggested by Commissioner Lippman. The second revision was suggested by the Interim Executive Director of Facilities, Maintenance, and Operations, Mr. Roosevelt Brown, in regards to reporting necessary repairs.**

A.05 Classification Revision:

Approval of the revisions to the Personnel Analyst classification within the Personnel Services job family.

It was moved and seconded to approve the Director’s recommendations for item III.A.05 as amended – number years of experience. The motion passed.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman		✓	✓			
Joseph Pertel	✓		✓			

REPORT AND DISCUSSION

- In the anticipation of an upcoming recruitment, Director Cool requested to revise the minimum qualifications substituting a master's degree in a highly related field for the experience requirement.
- Commissioner Lippman suggested to include a degree in Business Administration to the minimum qualifications. Director Cool will include this requirement in the classification specification.
- Commissioner Lippman suggested to require one (1) year of experience in addition to a master's degree.
- Director Cool agreed that it would be preferable. The classification specification will include a statement that a master's degree in a closely related field may substitute for two (2) years of the experience requirement.
- Director Cool stated that he would prefer experienced candidates, but if there are difficulties with the recruitment, he will consider those who recently obtained a master's degree as long as they possess the underlying technical skills that are necessary for this position.
- Commissioner Lippman inquired about the revisions' effect on eligibility for Advanced Step Placement. Director Cool presented several scenarios that would not qualify for the salary advancement.

IV. DISCUSSION ITEMS:

These items are submitted for discussion only. Any action that might be required will generally be scheduled for the next regularly scheduled meeting of the Commission.

D.01 Assignment of Overtime and Working-Out-of-Class

REPORT AND DISCUSSION

- Director Cool clarified the qualifying parameters for granting overtime and working-out-of-class.
- Director Cool defined overtime as working additional hours within the permanent classification, assigned by seniority, and at the same organizational unit and the same work location, as it is described in the Merit Rules and SEIU Contract. He provided specific examples to illustrate the concept.
- Director Cool defined working-out-of-class as an assignment for an absent employee or in a vacant position that can be performed by an employee in the next lower classification, based on seniority rotation. In the past, there was confusion as assignments were rotated through several lower level classifications within the same job family, which was not in alignment with the SEIU Contract. This practice was discontinued, and the rules were explained to classified employees.

V. INFORMATION ITEMS:

These items are placed on the agenda as information and do not require discussion.

- I.01 Advanced Step Placement Status Report
- I.02 Open Personnel Requisitions Status Report
- I.03 Filled Personnel Requisitions Status Report
- I.04 Classified Personnel – Merit Report - No. A.25 (for SMMUSD School Board Agenda)
 - April 14, 2016
- Classified Personnel – Merit Report – No. A.17
 - May 5, 2016
- I.05 Classified Personnel – Non-Merit Report – No. A.26
 - April 14, 2016
- Classified Personnel – Non-Merit Report – No. A.18
 - May 5, 2016
- I.06 Personnel Commission’s Twelve-Month Calendar of Events
 - 2015 – 2016
- I.07 Board of Education Meeting Schedule
 - 2015 – 2016

VI. PERSONNEL COMMISSION BUSINESS:

B.01 Future Items:

Subject	Action Steps	Tentative Date
Classified Employees Appreciation Reception		May 17, 2016
Merit Rules Revisions	- First Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	June 2016

VII. NEXT REGULAR PERSONNEL COMMISSION MEETING:

Tuesday, June 14, 2016, at 4:00 p.m. – *Webster Elementary School Library*

VIII. PUBLIC COMMENTS FOR CLOSED SESSION ITEMS ONLY:

Persons wishing to address the Personnel Commission regarding an item scheduled for closed session must submit the “Request to Address” card prior to the start of closed session.

- **None**

IX. CLOSED SESSION:

The Commission adjourned to closed session at **5:11 p.m.** pursuant to Government Code Section 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

The Commission reconvened into open session at **5:47 p.m.** and reported on the following action taken in closed session:

There was no action taken

X. ADJOURNMENT:

There being no further business to come before the Personnel Commission, it is recommended that the meeting be adjourned.

It was moved and seconded to adjourn the meeting.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu			✓			
Peter Lippman	✓		✓			
Joseph Pertel		✓	✓			

TIME ADJOURNED: 5:48 p.m.

Submitted by:

Michael Cool
Secretary to the Personnel Commission
Director, Classified Personnel

If you wish to receive a full copy of the Personnel Commission Agenda Packet, please contact the Personnel Commission Office at (310) 450-8338, ext. 70-279.

II. Consent Calendar:

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Peter Lippman							
Joseph Pertel							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 14, 2016

AGENDA ITEM NO: II.C.02

SUBJECT: Advanced Step Placement – Rex Aclan

BACKGROUND INFORMATION:

Classification Title: Accounting Technician	Employee: Rex Aclan	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Educational attainment equivalent to a high school diploma or its recognized equivalent 	<ul style="list-style-type: none"> Rex Aclan has a Bachelor's Degree in Marketing Management 	1 level of education above the required level = 1 Step Advance (Max. allowed)
Experience: <ul style="list-style-type: none"> Three (3) years of clerical accounting experience. (One year of experience MUST be in a paid capacity) 	<ul style="list-style-type: none"> Rex Aclan has more than 5 years, but less than 6 years of related experience 	0 (2-year periods) of experience above the required level = 0 Step Advance
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Step = STEP E</u>		

DIRECTOR'S COMMENTS:

This classification has an accelerated rate and starts at Step D on the salary schedule. Mr. Aclan's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-29 at Step D is \$19.35/hour, while Step E is \$20.31/hour. The net difference in pay is an approximate increase of \$0.97 per hour, \$167.67 per month, or \$2,012.02 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Rex Aclan at Range A-29, Step E on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 14, 2016

AGENDA ITEM NO: II.C.03

SUBJECT: Advanced Step Placement – Jerry Gibson

BACKGROUND INFORMATION:

Classification Title: Facility Use Manager	Employee: Jerry Gibson	Calculation of Advanced Step Recommendation
Education: <ul style="list-style-type: none"> Graduation from an accredited college or university with a Bachelor's Degree in business administration, facility management, theater management or a related field 	<ul style="list-style-type: none"> Mr. Gibson meets the education requirement with a Bachelor's Degree in Theatre Design and Production Management 	<p>0 level of education above the required level = <u>0 Step Advance</u></p>
Experience: <ul style="list-style-type: none"> Three (3) years of recent paid experience in facility supervision/permitting or operation of a public assembly facility (e.g., convention center, hotel, or theater), including at least two (2) years of supervisory experience 	<ul style="list-style-type: none"> Mr. Gibson has over 11 years of related experience as a production manager, technical director, and assistant director 	<p>2 (3-year periods) of experience above the required level = <u>2 Step Advance</u></p>
Total Advanced Steps: 0 (Education) + 2 (Experience) = 2 Advanced Step = STEP C		

DIRECTOR'S COMMENTS:

Mr. Gibson's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range M-50 at Step A is \$33.43/hour, while Step C is \$36.86/hour. The net difference in pay is an approximate increase of \$3.43 per hour, \$595.12 per month, or \$7,141.44 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Jerry Gibson at Range M-50, Step C on the Classified Management Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 14, 2016

AGENDA ITEM NO: II.C.04

SUBJECT: Advanced Step Placement – Janice Mangangey

BACKGROUND INFORMATION:

Classification Title: Paraeducator-3	Employee: Janice Mangangey	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent and ONE of the following: • Completed 48 units at an institution of higher learning; OR • Obtained an Associate’s (or higher) degree; OR • Have at least one (1) year experience working with individuals with special needs; OR • Must pass the District’s Instructional Assistant written examination demonstrating knowledge of and the ability to assist in instructing reading readiness, writing readiness and mathematics readiness 	<ul style="list-style-type: none"> • Janice has a Bachelor’s degree in Gender Studies and Minor in Urban and Regional Studies 	1 level of education above the required level <u>=1 Step Advance</u>
<u>Experience:</u> <ul style="list-style-type: none"> • At least six (6) months experience working with individuals with exceptional needs and/or behavioral, social-emotional deficits are required. This experience must be directly related to behavior modification within last five (5) years 	<ul style="list-style-type: none"> • Janice meets standards 	0 (2-year periods) of experience above the required level <u>=0 Step Advance</u>
<u>Total Advanced Steps: 1 (Education) + 0 (Experience) = 1 Advanced Steps = STEP B</u>		

DIRECTOR’S COMMENTS:

Ms. Mangangey’s education exceeds the minimum requirements specified for this classification. Pay rate at salary Range A-26 at Step A is \$15.54/hour, while Step B is \$16.31/hour. The net difference in pay is an approximate increase of \$0.78 per hour, \$100.98 per month, or \$605.91 per year.

DIRECTOR’S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Janice Mangangey at Range A-26, Step B on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 14, 2016

AGENDA ITEM NO: II.C.05

SUBJECT: Advanced Step Placement – Steven Zander

BACKGROUND INFORMATION:

Classification Title: Instructional Assistant - Music	Employee: Steven Zander	Calculation of Advanced Step Recommendation
<u>Education:</u> <ul style="list-style-type: none"> • Must have a high school diploma or its recognized equivalent, and • Completed 48 units at an institution of higher learning; or • Obtained an Associate's Degree, with some college coursework related to music; and • Must pass the District's Instructional Assistant examination 	<ul style="list-style-type: none"> • Steven Zander has a Master's degree in Music Performance 	2 level of education above the required level = 1 Step Advance (Max. allowed)
<u>Experience:</u> <ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • Steven Zander has more than 7 years of related experience 	3 (2-year periods) of experience above the required level = 2 Step Advance (Max. allowed)
<u>Total Advanced Steps:</u> 1 (Education) + 2 (Experience) = 3 Advanced Step = STEP D		

DIRECTOR'S COMMENTS:

Mr. Zander's professional training and experience exceed the minimum requirements specified for this classification. Pay rate at salary Range A-20 at Step A is \$13.42/hour, while Step D is \$15.54/hour. The net difference in pay is an approximate increase of \$2.12 per hour, \$91.76 per month, or \$800.21 per year.

DIRECTOR'S RECOMMENDATION:

It is recommended that the Personnel Commission approve Advanced Step Placement for Steven Zander at Range A-20, Step D on the Classified Salary Schedule pursuant to Merit Rule §12.2.4. (B) *Salary on Employment.*

Commissioner	M	S		Yes	No	Abstain	ABSENT
Barbara Inatsugu							
Joseph Pertel							
Peter Lippman							

RULE 12.2.4.B: SALARY ON EMPLOYMENT

A new employee may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the new employee is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry in the classification. The request or recommendation shall be submitted, in writing, to the Director of Classified Personnel. The Advanced Step Placement is subject to the recommendation of the Director of Classified Personnel and approval of the Commission. The Director of Classified Personnel shall base the recommendation on a determination that the new employee's previous experience and qualifications substantially exceed the qualifications of the classification.

16.3 Step Advancement

16.3.1 Upon entering employment on Step A, each regular classified unit member, after satisfactory completion of the first six (6) months in a permanent position, shall advance to the next step on the appropriate range of the salary schedule. Thereafter, he/she shall advance one (1) step on the salary schedule upon completion of each year of continuous and satisfactory service until the maximum salary is reached.

16.3.2 Upon entering employment on Step B or higher, each regular classified unit member shall advance to the next step on the appropriate range of the salary schedule after the completion of one (1) year of satisfactory service and in one (1)-year increments thereafter until the maximum salary is reached.

16.3.2.1 The parties agree that there shall be a single classified salary schedule upon which all unit members shall be compensated.

16.3.3 Salary advancement shall be computed only on the first (1st) of each calendar month. When an anniversary date falls on or before the fifteenth (15th) of the month, the increment shall be figured on the first (1st) of the month. When the anniversary date falls after the fifteenth (15th) of the month, the increment shall be figured the first (1st) of the following month.

16.4 Advanced Step Placement:

A unit member may request or be recommended for Advanced Step Placement within the first sixty (60) working days during the probationary period. If the unit member is granted Advanced Step Placement, the salary rate shall be retroactive to the date of entry into the classification.

16.4.1 Unit members being promoted may be offered advanced step placement upon the supervisor's request. This request shall be supported by at least one of the following criteria:

- a. Unit member was originally hired in an entry level classification in which Advanced Step Placement was not offered; and/or
- b. Recruitment difficulty as evidenced by failure to obtain a rank of three (3) through the testing process, or a lack of qualified applicants as determined by the Director of Classified Personnel.

16.5 Salary on Promotion

16.5.1 When a unit member is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one (1) step (5%) increase, the unit member shall be placed at the next higher step over that authorized above.

16.5.2 Some unit members promoted at step A shall advance one (1) step after satisfactory completion of a six (6) month probationary period. Therefore, he/she shall receive regular annual salary increments in accordance with Article 16.3.

16.5.2.1 A unit member promoted at step B or higher, shall advance one (1) step after satisfactory completion of one (1) year of service, which includes a six (6) month probationary period. Thereafter, he/she shall receive regular annual salary increments in accordance with Article 16.3.2.

16.5.3 When it is to the unit member's financial advantage to retain his/her regular anniversary date, it shall be retained. When it is to the unit member's disadvantage to retain his/her anniversary date, the date he/she is promoted to the higher class

III. Action Items:



PERSONNEL COMMISSION
Regular Meeting: Tuesday, June 14, 2016

AGENDA ITEM NO: III.A.01

SUBJECT: Classification Specification Revision– Campus Security Officer

BACKGROUND INFORMATION:

The Director of Student Services has requested changes to the required abilities of the Campus Security Officer. The ability to ride a bicycle is necessary to perform the required duties of this classification. Revisions were made to the representative duties and abilities sections in the classification specification. The Campus Security Officer classification was last revised in October of 2009.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Met with the Director of Student Services to discuss the current problem and possible resolutions

FINDINGS:

Based on the meeting with the Director of Student Services, the Personnel Commission’s findings are as follows:

- The ability to ride a bicycle should be required upon hire for all Campus Security Officers.

DIRECTOR’S RECOMMENDATIONS:

It is recommended that the Personnel Commission approve the revisions to the Campus Security Officer classification specification as provided.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Campus Security Officer
JOB FAMILY	Student Services
JOB SUB-FAMILY	Guidance Support
SUPERVISOR TITLE	Certificated Site Administrator
SALARY RANGE	A25

CAMPUS SECURITY OFFICER

BASIC FUNCTION:

Under general supervision, provide for the safety of students, visitors, staff and personal property on an assigned school campus; enforce District rules and regulations related to the use of facilities, buildings and grounds; enforce traffic regulations and control parking; patrol buildings, grounds and other properties of the assigned campus.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.

REPRESENTATIVE DUTIES:

Task Statement	Code
Provide for the safety of students, visitors and personnel; patrol buildings, grounds and other properties of the school campus and off-campus sites. E	CSO-1
Issue parking citations, detention slips and readmits according to established procedures; direct traffic on the campus or at special events; prepare written reports on vehicle accidents. E	CSO-2
Investigate crimes and other incidents occurring on campus; write crime or incidents reports as required; interview students and witnesses; testify in court as assigned. E	CSO-3
Patrol school campus properties as assigned to maintain order and prevent crime; check and secure doors, rooms and buildings and safeguard equipment; inspect for vandalism, illegal entry, theft and fire; report hazardous or unusual conditions or malfunctions; inform and confer with site administrator regarding student behavior. E	CSO-4
Receive complaints and requests for assistance from students, visitors or staff; assist with escorts and other emergency situations as necessary. E	CSO-5
Assist the site administrator to conduct searches according to established District procedures; contact sheriff and police personnel and fire authorities and assist police investigators as necessary. E	CSO-6
Control crowds at special events or other assemblies, including testing sessions, dances, drama, music and athletic events and other ceremonies. E	CSO-7
Attend and participate in staff and in-service training programs as required. E	CSO-8

Task Statement	Code
Establish and maintain effective working relationships with students and others; provide information and direction to the public as appropriate. E	CSO-9
Assign and maintain records of student locker issuance. E	CSO-10
Monitor students during campus detention periods. E	CSO-11
Operate and maintain a variety of equipment, including dispatching and other related equipment; drive a vehicle <u>and ride a bicycle</u> to conduct work. E	CSO-12
Prepare and maintain daily activity logs and reports. E	CSO-13
Conduct home visits as assigned.	CSO-14
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Certificated Site Administrator
Given to:	None
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Certificated Site Administrator
Given to:	None
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Certificated Site Administrator
Given to:	None

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Applicable federal, State, City, County and District laws, rules and regulations.
- Investigation techniques and procedures.
- Basic law enforcement and security methods and procedures.
- Crowd control and vehicle control procedures.
- Record-keeping techniques.
- District organization, operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Technical aspects of field of specialty.
- Interpersonal skills using tact, patience and courtesy.

ABILITY TO:

- Interpret and enforce pertinent laws, rules and regulations with tact, firmness and diplomacy.
- Maintain rapport with students, staff, representatives of local law enforcement.

- Analyze situations accurately and adopt an effective course of action.
- Organize and write clear and concise reports.
- Interview witnesses, complainants and suspects.
- Conduct investigations.
- Understand and follow oral and written directions.
- Work independently with little direction.
- Establish and maintain effective working and cooperative relationships with others.
- Meet schedules and time lines.
- Maintain records and prepare reports.
- Work confidentially with discretion.
- Communicate effectively both orally and in writing.
- Ride a bicycle.
- Be flexible.

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to a high school diploma or its recognized equivalent.

EXPERIENCE:

Two (2) years of experience working with youth in an organized setting.

LICENSE AND OTHER REQUIREMENTS:

- Valid of California driver's license.
- Valid First Aid Certificate and CPR Certificate.
- Certificate of completion of a 24-hour "School Security Guard Training" in accordance with Education Code 38001.5 (SB 1626).

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor environment; driving a vehicle to conduct work; adverse weather conditions.

PHYSICAL ABILITIES:

Reaching overhead, above the shoulders and horizontally standing for extended periods of time; running; walking over rough or uneven surfaces; climbing stairs; bending at the waist, kneeling or crouching; hearing and speaking to exchange in Information.

HAZARDS:

Potential physical hazards involved in intervening in fights and other anti-social Illegal and violent behavior, contact with dissatisfied or abusive individuals.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 14, 2016

AGENDA ITEM NO: III.A.02

SUBJECT: Proposed New Classification– Theater Operations Supervisor

BACKGROUND INFORMATION:

The Director of Theater Operations & Facility Permits met with the Director of Classified Personnel to discuss a change in the organizational structure within the Facility Use Department. Due to the department's range of responsibilities and number of sites and staff, the department requires additional supervisors and a reorganization of the department's management structure to more fully support the department's responsibilities. Most recently, the department has taken the first steps in the reorganization, operating with a Facility Use Manager to oversee all aspects of the department, and a Sports Facility Supervisor to manage day-to-day functions. The proposed new classification of Theater Operations Supervisor will conclude the reorganization of the Facility Use Department. The position of Theater Operations Supervisor was budget approved by the Board of Education on January 21st, 2016.

METHODOLOGY:

In carrying out this study, staff conducted the following activities:

- Held a preliminary interview with the Director of Theater Operations & Facility Permits to discuss the current status of the department and obtain further information about the job functions
- Reviewed the proposed organizational structure for the Facility Use Department and current District jobs that may have comparable or overlapping duties
- Researched comparable classifications to collect qualifications and salary information for positions with similar work characteristics
- Conducted a job analysis with the Director of Theater Operations & Facility Permits to collect information on essential tasks performed and the required knowledge, skills, and abilities for the position
- Met with the Director of Theater Operations & Facility Permits to discuss preliminary findings and possible resolutions

ANALYSIS:

- Clarified, defined, and operationalized all task statements by obtaining input from the supervisor, department personnel, and comparable agencies/positions
- Task analysis was performed to identify which tasks were an essential part of the job function and the knowledge, skills, abilities, and other worker characteristics (KSAO) needed to complete each task. Tasks identified as non-essential were removed or reassigned other appropriate personnel

- Analyzed the salary of other comparable positions with similar qualifications. There was not a significant amount of comparable positions in the southern California region. The extended market analysis demonstrated an average top monthly rate of \$6,230, whereas the local market analysis demonstrated an average top monthly rate of \$6,588
- Analysis using comparable positions also demonstrated an average of three (3) years' experience and an average education requirement of a High School Diploma

FINDINGS:

Based on the data collection analysis, the Personnel Commission's findings are as follows:

- With the reorganization of the Facility Use Department, the District will no longer have an established classification that closely overlaps the tasks/responsibilities and function needed in the Facility Use Department. A new classification should be created to align with the work scope, task involvedness, and warranted salary

DIRECTOR'S RECOMMENDATIONS:

Establish the classification of Theater Operations Supervisor to meet the current and future needs of the Facility Use Department. Based on a salary study of comparable Districts, the recommended salary for Theater Operations Supervisor should be at salary range M-45.

Commissioner	M	S	Yes	No	Abstain	ABSENT
Barbara Inatsugu						
Joseph Pertel						
Peter Lippman						

EXTENDED MARKET

District	Title	Min	Max
Los Alamitos USD	Theatre Production Supervisor	\$4,614.00	\$5,612.00
City of Tracy	Technical Theater Supervisor	\$5,153.00	\$6,263.00
San Joaquin Delta College	Theater Coordinator	\$5,095.00	\$6,263.00
Monterey Peninsula College	Theatre Technical Director and Operations Manager	\$4,395.00	\$5,339.00
City of Redondo Beach	Technical Theatre Supervisor	\$5,366.00	\$6,932.00
Carlsbad USD	Theater Operations Supervisor	\$4,387.00	\$5,333.00
State Center Community College	Theatre Manager	\$4,354.00	\$5,290.00
City of Downey	Theatre Manager	\$6,783.00	\$8,275.00
Santa Monica College	Theatre Technical Director	\$5,587.00	\$6,790.00
Average:		\$5,081.56	\$6,233.00

LOCAL MARKET

District	Title	Min	Max
Los Alamitos USD	Theatre Production Supervisor	\$4,614.00	\$5,612.00
City of Redondo Beach	Technical Theatre Supervisor	\$5,366.00	\$6,932.00
Carlsbad USD	Theater Operations Supervisor	\$4,387.00	\$5,333.00
City of Downey	Theatre Manager	\$6,783.00	\$8,275.00
Santa Monica College	Theatre Technical Director	\$5,587.00	\$6,790.00
Average:		\$5,347.40	\$6,588.40



PERSONNEL COMMISSION KEY STATS	
JOB TITLE	Theater Operations Supervisor
JOB FAMILY	Business Services Division
JOB SUB-FAMILY	Facility Use
SUPERVISOR TITLE	Facility Use Manager
SALARY RANGE	M45

THEATER OPERATIONS SUPERVISOR

BASIC FUNCTION:

Under general direction of the Facility Use Manager, supervises the theater operation, filming and special event facility use for the Santa Monica-Malibu Unified School District, both school and facility permitted activities; coordinates all aspects of permitting process for user groups; manages technical theater, media services, audience services and event staff as assigned; and perform other related duties as assigned.

Note: *The statements herein are intended to describe the general nature and level of work being performed by employees in this classification, and are not to be interpreted as an exhaustive list of responsibilities and qualifications required of personnel so classified. Reasonable accommodations will be made so that qualified employees can perform the essential functions of the job.*

REPRESENTATIVE DUTIES:

Task Statement	Code
Manage all theater operations, location filming, and special event rentals for all SMMUSD facilities	TOS-1
Provide support services for school activities, including performances, public meetings, filming, and special events	TOS-2
Develop audience services production plan for each event in coordination with the user groups, department staff, and others	TOS-3
Coordinate all aspects of permitting process for user groups, initial contact to final invoicing, including scouting, planning, approvals, rental document preparation, staffing, event management, and strike/closeout	TOS-4
Supervise assigned Facility Use staff, both permanent and temporary/additional, including the hiring, training, scheduling and work goals for the successful operation of the department	TOS-5
Oversee and direct maintenance of all theater facilities and equipment; develop and place material and supply orders; support major maintenance projects, repairs, and improvements; and assist Maintenance, Operations and Facility Improvement Projects departments on capital improvement projects relating to theater operations	TOS-6
Establish and implement a written safety inspection program for all performance spaces and technical theater equipment	TOS-7
Stand in as Technical Theater Technician, Site Rep, or Audience Services Coordinator as needed to support theater operations events	TOS-8
Working with Facility Use Manager, maintain district-wide calendar of theater operation events, including event planning, operation and maintenance	TOS-9

Task Statement	Code
Confer with site administrators and staff to determine use of facilities for permits and school activities	TOS-10
Resolve production and facility usage problems	TOS-11
Regularly visit school sites to assess permit use; conduct facility inspections before, during and after permits to ensure compliance with rules of use and safety regulations; arrange for facility and equipment maintenance and inspections to ensure timely and appropriate completion	TOS-12
Maintain accurate records and files; prepare reports, correspondence and written materials related to facility use; administer leases as assigned	TOS-13
Read, interpret, and apply applicable district policies, municipal codes, environmental and safety regulations	TOS-14
Attend District, community, and civic meetings as appropriate	TOS-15
Perform other related duties as assigned	GEN-1

SUPERVISION MATRIX:

Supervision:	<i>Establishing overall expectations, goals and objectives, and aligning departmental resources</i>
Received from:	Facility Use Manager
Given to:	Technical Theater Coordinator, Media Services Coordinator, Audience Services Coordinator, Technical Theater Technicians, and unit members working as additional event staff
Work Direction:	<i>Providing specific instruction and expectations on how to complete daily activities</i>
Received from:	Facility Use Manager, Chief Operations Officer
Given to:	Facility Use staff and all unit members working facility use events
Work Evaluation:	<i>Assessing the performance outcomes based on work direction and supervision expectations</i>
Collaborators:	Facility Use Manager
Given to:	Technical Theater Coordinator, Media Services Coordinator, Audience Services Coordinator, Technical Theater Technicians

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Principles, methods, equipment, and materials used to deliver event services for a variety of performances including concerts, dance & theatrical production and educational events
- Technical, operational, and maintenance requirements for theater production including lighting, sound, projections, rigging and scenery
- Stagecraft and stage operations, including rigging, sound, lighting, projections and set construction
- Planning and operations of large special events
- Location filming requirements and operations

- Basic electrical and mechanical principles as applied to stage equipment
- Principles of design and drafting, rendering and modeling skills
- Laws and regulations governing public assembly and entertainment facilities including fire and safety laws, CAL OSHA regulations, ADA provisions, health codes, and applicable local, state and federal regulations and laws
- Customer service principles and techniques
- Vocal and instrumental music, theater and dance, and their effective performance and presentation
- School district and government operations and processes
- Custodial, Security, and House Management operations in a public assembly facility
- Modern office practices, methods and computer equipment
- Report preparation and record keeping techniques
- Effective oral and written communication skills
- Principles and practices of supervision and training
- Organizational and time management skills
- Principles and practices of effective crowd control, security, safety and risk management practices
- First aid methods and safety precautions used in performing arts facilities

ABILITY TO:

- Plan, coordinate, and oversee multiple projects and activities with various schedules and timelines
- Interpret and apply technical terminology when working with renters, crew and maintenance personnel
- Read, interpret, and apply applicable district policies, municipal codes, environmental and safety regulations
- Interpret and apply contract language, including legal terminology for event permits
- Analyze and solve administrative problems and make sound recommendations
- Work with multiple and frequently changing deadlines; foresee, analyze, and resolve problems in a timely manner with tact, patience and courtesy
- Plan, assign, direct, coordinate, review and evaluate the work of paid and volunteer staff
- Compile, verify and use information from a variety of sources from within and out of the District
- Ability to calculate figures and amounts such as proportions, percentages, area size, circumference and volume. Read, understand and interpret building, event and equipment blueprints
- Create, draw, review, and evaluate working drawing and sketches
- Operate current lighting control systems and equipment, sound, video and projection systems, stage rigging, elevators and machinery
- Work independently under general supervision
- Efficiently organize working time and procedures under pressure of multiple assignments and deadlines
- Understand with sensitivity and awareness, the cultural diversities and needs of students and their environment within the communities encompassed by the District
- Establish and maintain cooperative working relationships with those contacted in the course of work
- Communicate effectively both orally and in writing
- Operate a personal computer with knowledge of software programs for scheduling, budget, record keeping, technical drawings, photographs and event planning

MINIMUM QUALIFICATIONS

EDUCATION:

Educational attainment equivalent to a high school diploma or its recognized equivalent.

EXPERIENCE:

Three (3) years of recent paid experience in a Theater Operations supervisory position, either as a Production Manager, Technical Director, Producer or related position.

Additional education in theater operations or related field may be substituted for the experience requirement on a two (2) years of education for one (1) year of experience basis.

LICENSE AND OTHER REQUIREMENTS:

Must maintain a valid California driver's license and be insurable by the District's carrier and must have the use of a personal vehicle and mobile phone.

PREFERRED QUALIFICATIONS

EDUCATION:

Graduation from an accredited college or university with a Bachelor's Degree in Technical Theater, Film Production, or related field.

WORKING CONDITIONS:

ENVIRONMENT:

Work is performed indoors and outside in seasonal climate and weather conditions. Must be available to attend meetings, program events and activities. Will be required to work a varied schedule including days, evenings, weekends and holidays. Responding to emergency maintenance needs will be required.

PHYSICAL DEMANDS:

Physical demands include sitting, standing, walking, bending, stooping, crawling, climbing ladders and flights of stairs and lifting up to fifty (50) pounds. The position lifts, carries, pushes and pulls equipment which may weigh up to fifty (50) pounds; stooping, crouching, standing, bending at the waist, kneeling or walking; must have hand and finger dexterity to operate equipment; visual and auditory acuity to maintain safety standards; hearing and speaking sufficient to exchange information.

HAZARDS:

Slippery surfaces, high elevations, cramped position, moving objects, oily conditions, dust, odors; high voltage, chemicals, noise and paint fumes may be encountered.

IV. Discussion Items:



PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 14, 2016

AGENDA ITEM NO: IV.D.01

SUBJECT: Implementation of Salary Study Recommendations

BACKGROUND INFORMATION:

The previous Director of Classified Personnel, Brandon Tietze, conducted a comprehensive salary study for the classified service. The results of the study, released in June 2015, indicated that the salaries associated with most classifications were below market median.

The issue of low salaries was addressed in the 2015-2016 reopener negotiations between SEIU and the District. In May 2016, SEIU and the District announced a tentative agreement in which the Classified Employee Salary Schedule would receive a six percent (6%) increase across all ranges and corresponding classifications. This increase will be in effect with a retroactive date of January 1, 2016.

Despite the six percent (6%) increase, many classifications would still have been below market median. The bargaining teams developed a strategy to bring all classifications to market, thus addressing the concerns raised by the salary study. For classifications that were still below market by five percent (5%) or more, upward range adjustments in increments of two (2), would be applied. The range adjustments would bring all remaining classifications to within five percent (5%) of the labor market median. Unlike the six percent (6%) increase that will affect all employees at the same time, the range adjustments will take place according to the employees' anniversary dates, which will spread the financial impact to the District.

The tentative agreement was ratified by bargaining unit members on June 6, 2016, and it will be brought to the Board of Education for approval on June 22, 2016.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 14, 2016

AGENDA ITEM NO: IV.D.02

SUBJECT: Temporary Suspension of Advanced Step Placement

BACKGROUND INFORMATION:

The practice of Advanced Step Placement (ASP) is outlined in the Collective Bargaining Agreement and the Merit Rules. Due to past concerns that ASP was not awarded equitably, the previous Director of Classified Personnel developed guidelines based primarily on experience, education, and difficulty of recruitment. The guidelines made the ASP process more objective, and their implementation also increased the number of ASP's awarded. However, this was generally viewed as beneficial to the District by both staff and managers as ASP can be a tool to attract and retain a quality workforce.

Now that salaries have been increased as a result of negotiations, the Director of Classified Personnel would like to review the ASP guidelines to determine if changes are needed. This topic will be covered in the Advisory Rules Committee, and District Management will have the opportunity to provide input as well.

The purpose of this discussion item is to inform the Commission of the intent to temporarily suspend the awarding of ASP until new guidelines are developed, or it is decided to retain the current guidelines.

The temporary suspension of ASP will not prevent new employees from requesting ASP. During the period of suspension, if any ASP requests are received, they will be addressed once the guidelines are finalized. The Director of Classified Personnel plans to suspend ASP starting July 1, 2016, which is the effective date of the negotiated salary increase.



PERSONNEL COMMISSION

Regular Meeting: Tuesday, June 14, 2016

AGENDA ITEM NO: IV.D.03

SUBJECT: First Reading of Changes to Merit Rules - Chapter XI

BACKGROUND INFORMATION:

Chapter XI of the Merit Rules was previously revised by the Advisory Rules Committee (ARC); however, the revisions were never brought to the Personnel Commission for a first reading. Chapter XI is lengthy and contains dense material which caused delays. Furthermore, the ARC was also temporarily suspended during the transition between Personnel Directors. Although this chapter had been revised, the ARC felt it was necessary to review each section again in detail. Further revisions were identified.

DISCUSSION:

Based on collaboration with the ARC, the following areas were modified:

- Grammatical and spelling corrections were made
- Language was edited to improve clarity
- Language from Ed Code was inserted when appropriate
- Repetitive rules were eliminated
- References were made to the Collective Bargaining Agreement
- The formatting of Ed Code references was revised

One issue that the ARC has yet to address is the overall formatting of the Merit Rules. Between all of the chapters, different spacing, font and size is utilized. Personnel Commission staff will begin the process of standardizing the format of the Rules in the coming months.

CHAPTER XI: VACATION, LEAVES OF ABSENCE AND HOLIDAYS

Rule 11.1 Vacation

- Section 11.1.1 Ratio for Earning Vacation ~~Leave~~
~~11.1.2 Ratio for Earning Vacation Leave for Unit Members~~
~~11.1.3~~ 11.1.2 Vacation ~~Leave~~ Procedures
~~11.1.4~~ 11.1.3 Vacation ~~Leave~~ for Twelve Month Employees
~~11.1.5~~ 11.1.4 Vacation ~~Leave~~ for Less Than Twelve Month
Employees
~~11.1.6~~ 11.1.5 Interruptions of Vacation ~~Leave~~
~~11.1.7 Application of Vacation Leave Provisions to Unit
Members~~

Rule 11.2 Leaves of Absence

- Section 11.2.1 General Provisions
~~11.2.2 Applications of Leave of Absence to Unit Members~~

Rule 11.3 Sick Leave

- Section 11.3.1 Regular Sick Leave Provisions
11.3.2 Industrial Accident, Injury and Illnesses Leave
11.3.3 ~~Verified Illness Leave (Extended Sick Leave) (Non-
Industrial)~~
11.3.4 ~~Unpaid Illness Leave~~ Additional Leave for Accident or
Illness (Non-Industrial)
11.3.5 Return from ~~Sick Leave~~ Illness (Non-Industrial)
~~11.3.6 Application of Sick Leave Provisions to Unit Members~~

Rule 11.4 Bereavement Leave and Procedure

- Section 11.4.1 General Provisions
11.4.2 Immediate Family Defined
11.4.3 Bereavement for Other Than Immediate Family
~~11.4.4 Applications of Bereavement Leave Provisions to Unit
Members~~

Rule 11.5 Personal Necessity Leave and Procedure

- Section 11.5.1 General Provisions
~~11.5.2 Application of Personal Necessity to Unit Members~~

Rule 11.6 Pregnancy Disability Leave

- Section 11.6.1 General Provisions

~~11.6.2 Application of Pregnancy Disability Leave to Unit Members~~

Rule 11.7 Unpaid Child Rearing Leave, Family Medical Leave Act (FMLA), and California Family Rights Act (CFRA)

Section 11.7.1 General Provisions
~~11.7.2 Application of Unpaid Child Rearing Leave to Unit Members~~

Rule 11.8 Jury Duty and Witness Leave

Section 11.8.1 General provisions
~~11.8.2 Application of Jury Duty and Witness Leave to Unit Members~~

Rule 11.9 Military Leave

Section 11.9.1 General Provisions
~~11.9.2 Application of Military Leave to Unit Members~~

Rule 11.10 Other Leaves

Section 11.10.1 Leave of Absence Due to Epidemic/Quarantine
11.10.2 Leave to Vote
11.10.3 Release Time for Personnel Activities
11.10.4 Leave to Serve in an Exempt, Temporary or Limited Term Position
~~11.10.5 Application of Other Leaves to Unit Members~~

Rule 11.11 Special Leaves of Absence

Section ~~11.11.1 Casual Leave of Absence~~
11.11.~~1~~2 Convention Attendance
11.11.~~2~~3 Administrative Leave
~~11.11.4 Application of Special Leaves to Unit Members~~

Rule 11.12 Transfer of Sick Leave from Another District

Section 11.12.1 General Provisions

Rule 11.13 Unpaid Leave of Absence

Section 11.13.1 General Provision
~~11.13.2 Application of Unpaid Leave Provisions to Unit Members~~

Rule 11.14 Paid Holidays

Section 11.14.1 ~~Holidays~~General Provisions

11.14.2 Eligibility for Holiday Pay

11.14.3 Application for Paid Holiday Provisions to Unit Members

CHAPTER XI

VACATION, LEAVES OF ABSENCSE AND HOLIDAYS

The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.

Rule 11.1

VACATION

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.1.1

RATIO FOR EARNING VACATION LEAVE (EDUCATION CODE 45190, 45197)

A. Regular classified employees or a regular employee temporarily assigned to a provisional, working-out-of-class or limited term assignment, shall earn vacation at the rate ~~of defined in the collective bargaining agreement.~~

1. ~~one (1) day per month through five (5) years of service,~~

2. ~~one and one-fourth (1-1/4) days per month of employment from six (6) through ten (10) years;~~

3. ~~one and one-half (1-1/2) days per month of~~

~~employment from eleven (11) through fifteen (15) years or~~

~~4. one and three quarters (1 $\frac{3}{4}$) days per month of employment beginning with the sixteen year and continuing each year thereafter.~~

B. Regular classified management or confidential employees shall earn vacation at the following rate of two (2) days per month of employment.

C. Vacation leave is earned~~credited~~ if an employee is in paid status ~~F~~for eleven (11) or more of the working days in the month.

~~D. Vacation is earned at all times that an employee is in a paid status.~~

~~11.1.2 RATIO AND EARNING VACATION LEAVE FOR UNIT MEMBERS~~

~~A. Vacation leave for unit members shall be earned in accordance with these Rules and the negotiated labor agreement between the Santa Monica Malibu Unified School District and the recognized employee organization.~~

~~11.1.3~~11.1.2 VACATION ~~LEAVE~~ PROCEDURES

A. Earned vacation becomes a vested right upon completion of six (6) months of employment.

B. Vacation schedules shall be approved by the department supervisor. An effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the District and the work load of the department.

C. Upon separation from the District a permanent employee shall be entitled to lump sum compensation for all earned and unused vacation. Payment shall be made at the regular rate of pay earned at the time of separation.

~~1.~~ Regular rate of pay is the rate of pay in the employee's permanent class.

- D. Classified employees who have not completed six (6) months of continuous employment in regular status at the time of separation from the classified service shall not be entitled to compensation for vacation.
- E. A classified employee may be granted vacation during the school year even though time has not been earned at the time the vacation is taken.
- F. Upon separation/termination, the full salary amount ~~if salary~~ which has been granted in advance of being earned, shall be deducted from the employee's final check.
- G. All regular part-time classified employees shall be entitled to vacation ~~leave~~ prorated in the same proportion as the number of hours worked per week bear to forty (40) and the number of days worked per week bear to five (5).
- H. The rate at which vacation is paid shall be the employee's regular rate at the time the vacation is taken.
 - 1. ~~Regular rate of pay is the rate of pay in the employee's permanent class.~~
- I. The minimum increment of vacation which may be taken is two (2) one (1) hours.
- J. In determining the vacation schedule for the department, the supervisor shall give employees the choice of times available on the basis of seniority.
- K. Vacation ~~leave should~~shall be requested in advance and must be approved by the ~~immediate~~ supervisor before it is taken.

11.1.34

VACATION ~~LEAVE~~ FOR TWELVE MONTH EMPLOYEES

- A. Classified employees assigned to a twelve (12) month work year may take their vacation at any time during the school year upon the approval of their ~~immediate~~ supervisor.

- B. ~~If the employee is not permitted to take their full annual vacation, the~~Vacation which is not taken during the fiscal year in which it is earned should be taken within the twelve (12) months following. ~~Vacation which is not used within the second twelve (12) month period~~ amount not taken shall accumulate for use in the next year or be paid for in cash at the option of the Board of Education.

11.1.~~45~~

VACATION ~~LEAVE~~ FOR LESS THAN TWELVE MONTH EMPLOYEES

- A. Classified employees assigned to a work year of less than ~~ea~~ twelve (12) months shall take their vacation during the school year in which it is earned and shall ~~will normally~~ use their vacation during the winter and spring recess periods unless otherwise scheduled by the ~~immediate~~ supervisor.
- B. Classified employees assigned to a less than ~~a~~ twelve (12) month work year shall be compensated by a lump sum payment for unused vacation remaining to their credit at the end of their assignment each school year.

References: Education Codes 45136, 45137, 45190, and 45197

11.1.5

INTERRUPTION OF VACATION ~~LEAVE (EDUCATION CODE 45200)~~

- A. Governing boards of school districts may allow permanent classified employees to interrupt or terminate vacation leave in order to begin another type of paid leave without a return to active service, provided the employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination to Human Resources. ~~A permanent classified employee who commences an approved vacation and subsequently becomes ill or bereaved before the vacation period has been completed may request termination of vacation and placement on illness or bereavement leave without a return to active service provided:~~
 - 1. ~~the illness or bereavement is such that, had the employee been working, the employee would have been placed on illness or bereavement leave and~~

2. ~~the employee provides adequate notice and furnishes relevant supporting information to Personnel Services.~~

Reference: Education Code 45200

~~11.1.6 APPLICATION OF VACATION LEAVE PROVISIONS TO UNIT MEMBERS~~

- ~~A. Vacation leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.2 LEAVES OF ABSENCE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.2.1 GENERAL PROVISIONS (EDUCATION CODE 45190)

- A. A leave of absence is an ~~un~~authorized ~~for a regular~~ an employee to be absent from duty for a specific period of time for an approved purpose.
- B. The granting of a paid or unpaid leave of absence of six (6) months or less shall guarantee the employee the right to return to his/her same classification in a position of equal hours and months as the position held prior to the leave. The position may be in a different department or location.
- ~~C. The granting of a paid or unpaid leave of absence of six (6) months or less shall guarantee the employee the right to return to a position of equal status in the employee's same classification. However, the assignment may be in a different department or location.~~
- CD. A paid leave, unpaid illness leave, FMLA, CFRA and military leave do not constitute a break in service.

- DE. An employee on a paid leave of absence shall continue to accrue all benefits to which he/she is entitled as a regular employee.
- EF. The Board of Education may cancel any leave of absence by giving the absent employee due notice. Due notification shall allow sufficient time for the employee to return to work, but shall not be less than five (5) working days.
- EG. Failure to report for duty within five (5) working days after a leave expires or has been cancelled shall be considered abandonment of position and the employee may be terminated by the Board. Termination for abandonment shall be deemed termination for cause and treated as a disciplinary action.
- GH. Any required license or certificate held by the employee at the time the leave was granted must be valid at the time the employee returns to work.
- H. An employee, while on leave of absence, may not ~~be~~ accept other gainful employment, except ordered military service, without express prior approval of the Board of Education.

References: Education Codes 45136, 45137, 45190, 45192, 45197, 45200, 45260 and 45261

~~11.2.2 APPLICATION OF LEAVE OF ABSENCE TO UNIT MEMBERS~~

- ~~A. Leave of absence procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.3

SICK LEAVE

~~The subject of this Rule within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede~~

~~the provisions of this Rule as they apply to employees in that unit.~~

11.3.1

REGULAR SICK LEAVE PROVISIONS (~~EDUCATION CODE 45136, 45191~~)

- A. Sick leave is the authorized absence of a regular employee when the absence is due to:
 - 1. ~~P~~physical or mental inability to perform the usual and ~~regular~~~~customary~~ duties of the position due to illness, injury or for legally established quarantine or
 - 2. ~~A~~a visit to a licensed physician, dentist, practitioner, psychologist or other therapist for examination, treatment, consultation or therapy.
- B. Every regular classified employee shall earn one (1) day of sick leave per full month of service as follows:
 - 1. To qualify for a full month of service, the employee must be in a paid status for eleven (11) days during the month.
 - 2. Employees assigned to a work year of less than twelve (12) months or less than forty (40) hours per week shall receive sick leave credit prorated in the same proportion as the number of months bear to twelve (12), and the number of hours worked per week bear to forty (40).
- C. ~~The rate at which sick leave is paid shall be the employee's regular rate at the time sick leave is taken. Pay for any day of sick leave shall be the same pay the employee would have received had they worked that day.~~
- D. Sick leave accrued, but not used, shall carry over from one fiscal year to another with no limit on accumulation.
- E. When paid sick leave is used on the working day immediately before or after a paid holiday, the holiday is not charged against sick leave.

FE. New probationary employees may not use more than six (6) days of paid sick leave during their initial probationary period.

GF. At the beginning of each fiscal year, the sick leave account of the employees shall be increased by the number of days of paid sick leave which would normally be earned in the ensuing fiscal year.

HG. In order to receive compensation while absent ~~on~~ sick leave, the employee shall notify the District in accordance with procedures promulgated by the employee's supervisor or the District. If no procedure is otherwise established, the employee shall notify his/her supervisor ~~within~~ prior to the start of his/her shift, first working hour of the day of absence.

IH. When a substitute employee has been provided, the absent employee shall notify his/her ~~immediate~~ supervisor ~~of the day prior to~~ his/her expected return date in order that the substitute may be released.

~~I. To be eligible to return to work following paid or unpaid sick leave, a written release from the employee's physician may be required. If required, this statement shall be presented to the Assistant Superintendent Personnel Services. This release must certify that the employee is able to return to his/her position with no restrictions or limitations and:~~

~~1. may be required of employees whose absence is more than five (5) consecutive working days;~~

~~2. is required upon return from surgery or illness requiring hospitalization regardless of the duration of the absence;~~

~~3. is required of employees using casts or orthopedic devices while at work and~~

~~4. is required upon request of the District.~~

~~J. When paid sick leave is used on the working day immediately before or after a paid holiday, the holiday is not charged against sick leave.~~

JK. Employees shall utilize available leaves for illness in the following order:

1. industrial accident (if applicable);
2. accrued and advanced sick leave;
3. compensation time, then
4. accrued vacation.

References: Education Codes 45122, 45136, 45137, 45190, 45191, 45193, 45195, 45196.5, 45200, 45203, 45260 and 45261

11.3.2

INDUSTRIAL ACCIDENT, INJURY AND ILLNESS LEAVE
~~(EDUCATION CODE 45192; LABOR CODE 4453, 4460)~~

- A. An employee shall be eligible for not less than sixty (60) working days~~A classified employee who is absent from duty for causes which have been determined by the District as constituting an industrial accident, injury or illness, shall be entitled to not more than sixty (60) working days~~ in any one (1) fiscal year for the same accident each injury or illness.
- B. When an industrial accident or illness occurs at a time when~~If~~ the full sixty (60) working days will overlap into the next fiscal year, the employee shall be entitled only to that amount remaining at the end of the fiscal year in which the ~~injury~~accident or illness occurred, for the same illness or injury.
- CB. An employee who is absent ~~fro~~ from work due to an industrial accident shall report the injury on the form provided by the District within twenty-four (24) hours, or as soon as practical, to his/her **immediate** supervisor.
- DC. An employee claiming an industrial accident ~~leave~~ shall be examined and treated by a licensed physician approved by the District. If the employee has a physician's designation form on file with the District, they may elect to be examined by that physician. The medical report ~~fro~~ from the physician and such other evidence as may be required affirming that the accident, injury or illness resulted from employment

with the District, shall be promptly forwarded to the District. The employee may be required to submit, at any time during the absence, to an examination performed by a physician selected by the District.

ED. Industrial accident leave shall commence on the first day of the absence and shall be reduced by one (1) day for each day of authorized absence.

EE. Payment for wages lost as a result of absence due to industrial accident shall not exceed the regular salary of the employee. For employees paid on an hourly basis, the normal wages for the day shall be based on the assigned work time of the employee.

GF. An employee receiving benefits under the provisions of this Rule shall, during the period of the leave, remain within the State of California unless out-of-state travel is authorized by the Board Assistant Superintendent of Human Resources.

HG. If an employee is still unable to return to duty after exhausted paid industrial accident leave, the employee shall then utilize accumulated d sick leave. Sick leave will be reduced only in the amount necessary to provide full pay, as determined by the employee's assignment, when added to the worker's compensation award ~~temporary disability benefits~~.

IH. After all accumulated sick leave has been exhausted an employee will be paid from accrued vacation, compensatory time and extended sick leave to the extent necessary to make up the employee's full salary when combined with the worker's compensation award ~~temporary disability benefits~~.

JJ. An employee shall be permitted to return to service after an industrial accident or illness leave only upon presentation of a release from the District appointed physician or ~~and~~ the treating ~~of a~~ physician. These releases must certify that the employee is able to return to his/her position without restrictions or limitations.

- KJ. A leave under this Rule, either paid or unpaid, shall not be considered a break in service and the employee, while on such leaves, shall continue to accrue seniority credit.
- LK. When all available leaves of absence, paid or unpaid, have been exhausted following an industrial accident or illness, and the employee is still unable to return, the employee shall be placed on a reemployment list for his/her class for thirty-nine (39) months. When available, during the thirty-nine (39) month period, the employee shall be employed in a vacant position in the class of the employee's previous assignment over all other available eligibles except for a reemployment list established because of lack of work or lack of funds, in which case the employee shall be listed in accordance with appropriate seniority regulations. If the employee's class has been abolished during his/her absence and the employee has been released to return, the employee shall be placed in a vacant position in a comparable class for which the employee is qualified.
- ML. An employee who has been placed on a reemployment list, as provided in this Rule, who has been medically released to return to duty and fails to accept an appropriate assignment, shall be dismissed and removed from the reemployment list.
- LN. While an employee is on any paid leave resulting from an industrial accident or illness, the employee's salary paid by the District shall not, when added to at the worker's compensation award temporary disability allowance, exceed the employee's regular salary.
- MO. The District shall issue appropriate warrants for payment of wages and shall deduct normal retirement and other authorized deductions.

Reference: Education Code 45192

11.3.3

~~VERIFIED ILLNESS LEAVE (EXTENDED SICK LEAVE)
(NON-INDUSTRIAL)
(EDUCATION CODE 45196)~~

A. The employee shall submit a request for extended leave [in excess of ten (10) working days] accompanied by a medical verification from a licensed physician or practitioner stating the nature of the illness or injury, the dates the employee has been under care and the expected date of return to work.

BA. All regular classified employees who have exhausted all accrued and advanced sick leave shall be eligible to receive extended sick leave benefits subject to the following conditions:~~Verified illness benefits shall be limited to five (5) months per fiscal year or per single illness.~~

1. Extended sick leave shall be paid at fifty percent (50%) of the employee's regular salary.

2. Extended sick leave shall be limited to one hundred (100) workdays in each fiscal year. At the beginning of a fiscal year, one hundred (100) workdays shall be credited to the employee's account, whether or not the employee is currently drawing benefits subject to this Rule.

3. These one hundred (100) workdays shall be exclusive and in addition to all other paid and compensable leaves such as vacation, industrial accident or illness leave and holidays.

4. All other available leaves, such as vacation, donated sick days, and floating holidays, must be exhausted.

CB. When a regular classified employee has exhausted all accumulated sick leave and continues to be unable to resume the regular duties of his/her position due to illness ~~or~~ injury, the employee may request ~~of the Assistant Superintendent of Human Resources to~~ be placed on additional leave for accident, verified illness leave, or on unpaid illness leave.

~~C. The employee shall submit a request accompanied by a medical verification from a licensed physician or practitioner stating the nature of the illness or injury, the dates the employee has been under care and the expected date of return to work.~~

~~D. Verified illness leave is subject to the following conditions:~~

- ~~1. Verified illness pay shall be the employee's regular rate of pay less the amount actually paid a substitute employee. If no substitute is hired the employee shall receive full pay.~~
- ~~2. Accrued and advanced sick leave, compensatory time and vacation when used for illness, shall be included in the five (5) month period.~~

~~E. In order to be eligible for verified illness leave employee shall use available leave in the following order:~~

- ~~1. All industrial accident or illness leave, when applicable;~~
- ~~2. All accrued and advanced sick leave;~~
- ~~3. All accumulated compensatory time and~~
- ~~4. All earned vacation.~~

Reference: Education Code 45196

11.3.4 ADDITIONAL LEAVE FOR ACCIDENT OR UNPAID ILLNESS (NON-INDUSTRIAL) LEAVE (EDUCATION CODE 45195)

- A. A permanent ~~classified~~ employee of the classified service, who has exhausted all entitlement to sick leave, vacation, compensatory overtime, or other available paid leaves and who continues to be absent because due to non-industrial illness or accident may be granted an additional six (6) month unpaid leave, paid or unpaid, not to exceed six (6) months of absence upon recommendation of the immediate supervisor and Assistant Superintendent-~~Personnel Services~~ of Human Resources, and with the approval of the Board of Education. The Board of Education may renew the leave of absence, paid or unpaid, for two (2) additional six (6)-month periods or lesser leave periods that it may provide but not to exceed a total of eighteen (18) months. This leave may be extended for additional six (6) month periods.

- B. Prior to granting this leave the following factors shall be considered:
1. The likelihood that the employee will be able to return to regular duties at the conclusion of the leave;
 2. The length of services and ~~work record~~performance evaluations of the employee;
 3. The employee's previous leave history and attendance record;
 4. The number of positions in the employee's class, and
 5. The uniqueness of the duties performed, and the availability of a substitute.
- C. An employee, upon ability to resume the duties of a position within the class to which they were assigned, may do so at any time during the leave of absence granted under this Rule and time lost shall not be considered a break in service. The employee shall be restored with all the rights, benefits, and burdens of a permanent employee to a position within the class to which the employee is assigned and, if at all possible, to their position. Granting unpaid illness leave shall guarantee the employee the right to return to his/her former class.
- D. If at the conclusion of all leaves of absence, paid or unpaid, the employee is still unable to assume the duties of his or her position, the employee shall be placed on a reemployment list for a period of 39 months.
- E. At any time, during the prescribed 39 months, the employee is able to assume the duties of his or her position the employee shall be reemployed in the first vacancy in the classification of his or her previous assignment. The employee's reemployment will take preference over all other applicants except for those laid off for lack of work or funds under Section 45298 in which case the employee shall be ranked according to his or her proper seniority. Upon resumption of his or her duties, the break in service will be disregarded [with an adjustment in seniority based on the leave] and the employee shall be fully restored as a permanent employee.

Reference: Education Code 45195

11.3.5 RETURN FROM ~~SICK ILLNESS LEAVE (NON-INDUSTRIAL)~~

A. ~~To be eligible to return to work following paid or unpaid illness leave, a written release from the employee's physician may be required. If required, this statement shall be presented to the Assistant Superintendent-Human Resources. The release must certify that the employee is able to return to their position with no restrictions or limitations. The release is: When a classified employee, who has been placed on paid or unpaid illness leave of five (5) or more consecutive days wishes to return to work, he/she may be required to submit a release form from his/her physician. The employee shall provide his/her supervisor and Personnel Services at least one (1) day advance notice of return.~~

1. Required upon return from surgery or illness requiring hospitalization regardless of the duration of the absence, or

2. Required upon request by the District.

B. The employee shall provide at least one (1) day advance notice of return to his/her supervisor and to Human Resources.

~~B. If at the conclusion of all paid or unpaid sick leave granted under this Rule, the employee is still unable to resume the regular duties of the position, he/she shall be placed on a reemployment list for thirty-nine (39) months in the same manner as if he/she were laid off for lack of work or lack of funds.~~

11.3.6 ~~APPLICATION OF SICK LEAVE PROVISIONS TO UNIT MEMBERS~~

~~A. Sick leave procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.4 BEREAVEMENT LEAVE AND PROCEDURE

~~The subject of this Rule is within the scope of representation under section 3543.2 of the Government Code. If an agreement on this~~

~~subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of the Rule as they apply in that unit.~~

11.4.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45194)~~

Every person employed in the classified service of any school district shall be granted necessary leave of absence, not to exceed three (3) days, or five (5) days if out-of-state travel is required, on account of the death of any member of his/her immediate family. No deduction shall be made from the salary of such employee nor shall such leave be deducted from leave granted by other sections of this code or provided by the governing board of the district.

~~A. Regular classified employees shall be granted necessary leave of absence with pay for not more than three (3) working days, upon the death of any member of the employee's immediate family. Such leaves may be extended to a maximum of five (5) working days when the employee travels out-of-state or in excess of three hundred (300) miles one way in connection with the bereavement.~~

~~B. Leave of absence for bereavement shall not be deducted from any other leave entitled of the employee.~~

Reference : Education Code 45194

11.4.2 IMMEDIATE FAMILY DEFINED ~~(EDUCATION CODE 45194)~~

A. The governing board may enlarge the benefits of this section and may expand the class of relatives listed below as members of the immediate family. Members of the immediate family, as used in this section, means the parent, child, grandparent or grandchild of either the unit member or his/her spouse; the spouse, brother, sister, aunt, uncle, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, or daughter-in-law of the unit member; step parents, step children, step siblings; domestic partner as defined by law; or any person living in the immediate household of the unit member; or any person for whose care the unit member has assumed primary responsibility. Individual exceptions may be submitted for approval to the Superintendent or his/her designee.
~~A member of the immediate family means the mother, father, grandparent, grandchild, brother or sister of the employee or spouse of the employee, the spouse, son-in-law, daughter, daughter-in-law, aunt, uncle, stepfather, stepmother of the~~

~~employee or any person living in the immediate household of the employee.~~

Reference: Education Code 45194

Note: SEIU Contract 9.3.2

11.4.3 BEREAVEMENT FOR OTHER THAN IMMEDIATE FAMILY

~~If granted, Bereavement leave for other than immediate family members may be charged to personal necessity leave.~~

~~11.4.4 APPLICATION OF BEREAVEMENT LEAVE PROVISIONS TO UNIT MEMBERS~~

~~A. Bereavement leave procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.5 PERSONAL NECESSITY LEAVE AND PROCEDURE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply in that unit.~~

11.5.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45207)~~

A. A probationary or permanent employee may, at their election, use any days of absence for illness or injury earned pursuant to Education Code Section 45191 in cases of personal necessity, including any of the following: ~~Regular classified employees shall be granted personal necessity leave of absence to attend to events which are serious in nature, which cannot be expected to be disregarded, which necessitate immediate attention and cannot be dealt with during off-duty hours, subject to the following conditions:~~

~~1. Days used as personal necessity leave shall be deducted from the employee's sick leave balance.~~

~~2. Not more than six (6) days of personal necessity may be used per fiscal year.~~

~~3. The employee shall use only that amount of time necessary to alleviate the necessity leave:~~

1. Death of a member of the employee's immediate family when additional leave is required beyond that provided in Section 45194 and that provided, in addition thereto, as a right by the governing board.

2. Accident, involving the employee's person or property, or the person or property of a member of the employee's immediate family.

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

4. Other reasons that the governing board may prescribe, including, but not limited to, and of the following:

a. Incapacitating illness of a member of the immediate family;

b. Natural disaster such as earthquake, flood, or fire of a serious nature which requires the employee's present;

c. Observance of major religious holidays of the employee's faith;

5. Examples of reasons that would not justify personal necessity leave:

a. Political activities or demonstration

b. Vacation, recreation, or social activities, or

c. Extension of a school holiday, recess or vacation

B. The governing board of each school district shall adopt rules and regulations requiring and prescribing the manner of proof of personal necessity for the purpose of this section. The adopted rules and regulations may not require an employee to secure advance permission for leave taken for the purposes specified in paragraphs (1) and (2) of subdivision (a). Earned leave in excess of seven (7) days may not be used in any school year for the purposes enumerated in this section, except if either of the following conditions exist:

1. A maximum number of days in excess of seven (7) is specified for that purpose in an agreement between the

exclusive representative of the employees and the school district.

2. If there is no exclusive representative of the employees, the governing board of the school district, by resolution, adopts a policy allowing earned leave in excess of seven (7) days to be used in any school year for the purposes enumerated in this section.

C. Authorized necessity leave shall be deducted from sick leave earned under the exemption of Section 45191.

D. "Immediate family" has the same meaning as Section 45194.

~~B. Examples of events justifying personal necessity leave:~~

~~1. death of a member of the employee's immediate family when additional leave is required beyond that provided in the Bereavement Rule, or the death of a close friend or relative who is not a member of the immediate family;~~

~~2. an accident involving the employee's personal property or the person or property of a member of the immediate family;~~

~~3. appearance in court as a litigant;~~

~~4. incapacitating illness of a member of the immediate family;~~

~~5. natural disaster such as earthquake, flood or fire of a serious nature which requires the employee's presence;~~

~~6. observance of major religious holidays of the employee's faith or~~

~~7. other appropriate and compelling reasons as approved by the District.~~

~~C. Examples of events that would NOT justify personal necessity leave:~~

~~1. political activities or demonstration;~~

~~2. vacation, recreation or social activities or~~

~~3. extension of a school holiday, recess or vacation.~~

- ~~ED.~~ Employees shall submit report of absence forms to ~~their immediate~~ supervisor for approval. Employees may be required to provide additional verification of the use of this leave as required by the District.

Reference: Education Code 45207

~~11.5.2 APPLICATION OF PERSONAL NECESSITY PROVISIONS TO UNIT MEMBERS~~

- ~~A. Personal necessity leave procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the district and the recognized employee organization.~~

Rule 11.6 PREGNANCY DISABILITY LEAVE

~~The subject of this Rule is within the scope of representative under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representatives of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.6.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45193)~~

- A. ~~Regular fF~~ female classified employees who must be absent from their duties because of pregnancy or convalescence following childbirth shall be entitled to utilize all regular and extended sick leave benefits to which they may be entitled under these ~~fR~~ Rules.
- B. Paid leave, including regular sick leave and extended sick leave ~~and extended sick leave~~ may be used for the period of absence medically certified by the employee's ~~treating~~ attending physician and approved by the ~~dD~~ District.
- C. Prior to the eighth month of pregnancy, the employee shall ~~furnish Personnel Services a request an extended leave of absence and provide Human Resources a~~ medical certificate stating the last date on which she will be able to work, accompanied by a verification of her disability.

~~D. If the employee has exhausted all full-pay leaves, a request for verified illness leave may be presented to Personnel Services. Verified illness leave procedures shall be followed.~~

~~DE. Prior to returning to workservice, the employee shall provide must present to Personnel Services Human Resources, a release to return to work without limitation, from the treating physician.~~

Reference: Education Code 45193

~~11.6.2 APPLICATION OF PREGNANCY DISABILITY LEAVE PROVISIONS TO UNIT MEMBERS~~

~~A. Pregnancy disability leave procedures for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee and organization.~~

Rule 11.7 UNPAID CHILD REARING LEAVE, FAMILY MEDICAL LEAVE ACT (FMLA), AND CALIFORNIA FAMILY RIGHTS ACT (CFRA)

~~The subject of this rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

~~11.7.1 GENERAL PROVISIONS (EDUCATION CODE 45190, 45199)~~

~~A. UNPAID CHILD REARING LEAVE~~

~~1. A regular classified employee who is the natural or adoptive parent of a child shall be entitled to an unpaid leave of absence for the purpose of rearing the child immediately after the birth of the child or the completion of appropriate adoption procedures. Such leave shall be for a maximum period of one (1) year and shall be granted provided that the employee submits a leave request to Personnel Services the Human Resources Department prior to the anticipated date on which the leave is to commence four (4) weeks prior to the commencement of the leave.~~

B. FMLA AND CFRA LEAVE

2. Refer to the Human Resources Department for provisions of FMLA and CFRA and District policies related thereto.

Reference: Family Medical Leave Act (1993); California Family Rights Act (1991)

~~11.7.2 APPLICATION OF UNPAID CHILD REARING LEAVE TO UNIT MEMBERS~~

- ~~A. Unpaid child rearing leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.8 JURY DUTY AND WITNESS LEAVE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representation of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employee in that unit.~~

11.8.1 GENERAL PROVISIONS ~~(EDUCATION CODE 44036, 44037)~~

- A. Leave ~~of~~ absence shall be granted to any regular classified employee who has been officially summoned to jury duty in any local, State or Federal Court. Leave shall be granted for the period of jury service.
- B. Leave of absence to serve as a witness in a court case shall be granted ~~to~~ any regular classified employee when that employee has been served a subpoena to appear as a witness, not as a litigant, in the case. Leave shall be granted for the number of days required to be in attendance in court.
- C. The employee shall receive full pay for jury service or witness leave provided:
1. ~~¶~~The summons to jury service or the subpoena to appear has been filed with the District Office Personnel Services;

2. ~~†~~The jury service or court attendance is certified by the jury commissioner or the clerk of the court and filed with the District Office Personnel Services, and
 3. In accordance with District policy, the jury service or witness fees shall be assigned to the District except for travel, parking and meal allowances
- D. An employee granted leave of absence under this Rule shall report to work during hours when his/her presence is not required in court. The employee shall notify the District to release the substitute employee, when applicable.

References: Education Code 44036 and 44037

~~11.8.2~~ ~~APPLICATION OF JURY DUTY AND WITNESS LEAVE TO UNIT MEMBERS~~

- ~~A. Jury duty and witness leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.9 MILITARY LEAVE

~~The subject of this Rule is within the scope or representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.9.1 GENERAL PROVISIONS (MILITARY AND VETERANS CODE 389, 395, 395.01, 395.02, 395.03, 395.04, 395.05, 395.1, 395.3)

- A. Regular classified employees under official orders, who are called to active duty in the Armed Services of the United States of America shall be granted military leave of absence for the period of the service.
- B. Regular classified employees who are members who are members of a reserve corps, and who must be temporarily

absent due to active duty training or exercises shall be granted temporary military leave of absence.

- C. Regular classified employees on military leave shall be granted ~~leave with~~ the first thirty (30) calendar days at full pay. ~~Employees on military leave shall be granted~~ salary step advancement, and ~~shall~~ continue to accrue seniority for purposes of layoff. No other fringe benefits, such as sick leave or vacation shall accrue during any unpaid portion of the leave.
- D. In order for a paid leave of absence to be granted the employee must submit official orders to active duty, stating the date to report.
- E. Upon return from temporary military leave the employee shall be reinstated to his/her same regular position or an equal position in the same class.

References: Education Code 44018
Military and Veterans Codes 389, 395.01, 395.02, 395.03, 395.04, 395.05, 395.1, 395.3
Federal Uniformed Services Employment and Reemployment Rights Act (USERRA)

~~11.9.2~~ ~~APPLICATION OF MILITARY LEAVE TO UNIT MEMBERS~~

- ~~A. Military leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.10 OTHER LEAVES

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.10.1 LEAVE OF ABSENCE ~~S~~DUE TO EPIDEMIC/QUAR~~A~~ANETINE

- A. ~~An~~Every regular classified employee shall be paid his/her regular salary for any period during which the employee's place of employment ~~allowed a leave of absence from duty~~

~~with full pay on any day on which his/her regular work site is closed because of quarantine, epidemic or other conditions involving the health or safety of employees provided that the employee is ready, willing and able to ~~report for duty and the employee cannot be assigned to an alternate work site to~~ perform his/her regular or other reasonable and regular duties or other suitable duties. During this period, the District shall endeavor to assign the employee to work elsewhere.~~

Reference: Education Codes 45260 and 45261

11.10.2 LEAVE TO VOTE (~~ELECTIONS CODE 14350-14352~~)

- A. ~~If a voter does not have sufficient time outside of working hours to vote at a statewide election, the voter may, without loss of pay, take off enough working time that, when added to the voting time available outside of working hours, will enable the voter to vote. Regular classified employees shall be allowed time off with pay to vote in national and local elections when the employee's regular work schedule would make it impossible to reach the polling place to vote outside working hours.~~
- B. ~~No more than two (2) hours of time may be taken off for voting without loss of pay. The time off for voting shall be only at the beginning or end of the regular working shift, whichever allows the most free time for voting and the least time off from the regular working shift, unless otherwise mutually agreed. Time off shall be taken at the beginning or end of the shift and shall only be the time necessary to vote.~~

Reference: Election Code 14000

11.10.3 RELEASE TIME FOR PERSONNEL ACTIVITIES

- A. Regular classified employees shall be granted time off from duty with pay for the following:
 - 1. ~~†~~To take an examination or attend an interview for promotion or transfer in the District, or
 - 2. To attend a Board of Education or Personnel Commission meeting at which a recommendation affecting the employee's classification, salary or status is being presented.

- B. The employee shall notify his/her ~~immediate~~ supervisor at least two (2) days prior to the date of the desired release. Exceptions to the two (2) day notice requirement for items in A.1. and A.2. shall be determined by the Director of Classified Personnel.

11.10.4 LEAVE TO SERVE IN AN EXEMPT, TEMPORARY OR LIMITED TERM POSITION

- A. A regular classified employee may accept the assignment to an exempt, temporary or limited term position without loss or status in his/her regular position, classifications or entitlement to benefits.
- B. The employee may voluntarily return to his/her ~~former~~regular position ~~at any time~~ prior to completion of the assignment in an exempt, temporary or limited term position, on a date mutually agreed upon by all parties. ~~with the approval of the supervisors affected.~~

~~11.10.5 APPLICATION OF OTHER LEAVE TO UNIT MEMBERS~~

- ~~A. Other leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.11 SPECIAL LEAVES OF ABSENCE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

~~11.11.1 CASUAL ABSENCE LEAVE~~

- ~~A. Administrators, managers and supervisors shall have the right to grant regular classified employees permission to be absent during the work day for periods up to two (2) hours. This leave shall be for unexpected occurrences that develop during working hours and require the employee's immediate attention.~~

~~11.11.2~~11.11.1 CONVENTION ATTENDANCE

- A. Regular classified employees shall receive release time without loss of pay to attend conventions, workshops, seminars, training or professional business meetings related to the employees' job and approved ~~by~~ of the District.

~~11.11.3~~11.11.2 ADMINISTRATIVE LEAVE (~~EDUCATION CODE 45190, 45198~~)

- A Regular classified employees may be granted paid leave of absence for not more than thirty (30) business days upon approval of the Board of Education.

Reference: Education Codes 45190 and 45198

~~11.11.4~~ ~~APPLICATION OF SPECIAL LEAVE TO UNIT MEMBERS~~

- ~~A. Special leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

Rule 11.12 TRANSFER OF SICK LEAVE FROM ANOTHER SCHOOL DISTRICT

11.12.1 GENERAL PROVISIONS (~~EDUCATION CODE 45202~~)

- A. Any person employed by the District in a regular classified position shall be entitled to transfer all accumulated sick leave under the following circumstances:
1. The employees was employed for a period of one (1) calendar year or more by any school district, ~~or by the~~ county superintendent of schools, or community college district.
 2. The employee separated for reasons other than action initiated by the employer for cause.
 3. The employee was employed by the District within one (1) year of separation from the previous district.

Reference: Education Code 45202

Rule 11.13 UNPAID LEAVE OF ABSENCE

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.13.1 GENERAL PROVISIONS ~~(EDUCATION CODE 45190, 45198)~~

- A. A permanent classified employee may be granted a leave of absence without pay for a period not to exceed thirty (30) calendar days upon written request ~~from of the employee, recommendation of the immediate supervisor~~ and approval ~~of by~~ the Assistant Superintendent – Human Resources Personnel Services.
- B. A permanent classified employee may be granted a leave of absence without pay for a period not to exceed one (1) year upon written request ~~of from~~ the employee and approval of the Board of Education for reasons satisfactory to the District and not otherwise enumerated in these Rules.
- ~~C. Requests for unpaid leave of absence shall be submitted to the Assistant Superintendent Personnel Services at least ten (10) working days prior to a regular Board meeting occurring before commencement of the leave.~~
- CD. Granting of leave of absence without pay will give the employee the following rights:
- ~~1. If the leave of absence is for six (6) months or less, the employee is entitled to return to his/her position.~~
 - 2.1. ~~If the leave of absence is for more than six (6) months, t~~The employee is entitled to return to a position in his/her class which is equal to the position that was held at the time the leave was granted.
- DE. The Board of Education may, for good cause, cancel an unpaid leave of absence by giving the absent employee at least five (5) working days notice of cancellation. ~~The employee may appeal the cancellation to the Commission who shall investigate and hear the appeal. The appeal of a cancellation of leave shall stay the action of the Board until~~

~~the Commission has issued a determination, which shall be final and binding.~~

EF. An employee may make a written request to the Board of Education to return to work prior to the expiration date of the leave. The Board may approve or reject the request.

EG. Failure to report for duty within five (5) working days after a leave has been cancelled or expires shall constitute abandonment of the position. This provision does not apply to military leave.

GH. A probationary employee is not eligible for unpaid leave of absence.

I. An employee on unpaid leave of absence may continue to participate in the District health and welfare plan, as provided by the insurance carrier. The employee must pay all premiums due during the unpaid leave, except in circumstances where benefits are covered under provisions of FMLA or CFRA (Merit Rule 11.7).

~~11.13.2 APPLICATION OF UNPAID LEAVE PROVISIONS TO UNIT MEMBERS~~

~~A. Unpaid leave provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organization.~~

References: Education Codes 45190 and 45198

Rule 11.14 PAID HOLIDAYS

~~The subject of this Rule is within the scope of representation under Section 3543.2 of the Government Code. If an agreement on this subject is in effect between the District and an exclusive representative of employees in a recognized bargaining unit, the agreement shall supersede the provisions of this Rule as they apply to employees in that unit.~~

11.14.1 GENERAL PROVISIONS HOLIDAYS (EDUCATION CODE 45203, 45205, 45206.5)

A. All regular classified employees shall be entitled to the following paid holidays which occur during their assigned work year, subject to eligibility provisions of this Rule.

1. Legal holidays

<u>New Year's Day</u>	<u>January 1 (or 2 according to District Calendar)</u>
<u>Martin Luther King Day</u>	<u>3rd Monday in January</u>
<u>Lincoln's Birthday*</u>	<u>2nd Monday in February</u>
<u>President's Day*</u>	<u>3rd Monday in February</u>
<u>Memorial Day</u>	<u>Last Monday in May</u>
<u>Independence Day</u>	<u>July 4</u>
<u>Labor Day</u>	<u>1st Monday in September</u>
<u>Admissions Day*</u>	<u>September 9</u>
<u>Veterans Day</u>	<u>November 11</u>
<u>Thanksgiving Day</u>	<u>4th Thursday in November</u>
<u>Christmas Day</u>	<u>December 25</u>

*See Merit Rule 11.14.1.B

January 1

*Martin Luther King day

*Lincoln Day

*Washington Day

*Memorial Day

July 4

*Admission Day

*Veterans Day

Thanksgiving Day

December 25

*See Rule 11.14.18

2. Board of Education approved Holidays

In addition to the legal holidays listed above, all regular classified employees shall be granted four (4) additional paid holidays as designated on the District calendar adopted each year prior to the beginning of the school year.

3. Specially Declared Holidays

Regular classified employees shall also be entitled to pay for all other holidays declared by the President or the State Governor or the Board of Education.

4. Child Development Services Children's Center Calendar

The Board of Education may adopt a different holiday calendar for the Children's Center Development Services Department. When Children's Center

Development employees work on District designated holidays they shall be granted a substitute in lieu of holiday.

B. The District may designate other days during the year as holidays in lieu of the holidays marked with an asterisk above, provided that:

1. ~~The substitute "in lieu" holidays is-are~~ scheduled to provide at least a three (3) day weekend ~~and~~

2. ~~The substitute "in lieu" holidays are designated prior to the beginning of the school year.~~

C. Regular classified employees who are required to work on a holiday shall be paid:

1. ~~Their~~ regular pay for the holiday plus

2. ~~Their~~ regular overtime rate (time and one-half) for all hours worked on the holiday.

11.14.2

ELIGIBILITY FOR ~~THE HOLIDAY PAY (EDUCATION CODE 45206)~~

A. Regular employees must be in a paid status during some portion of the working day before or the working day after the holiday.

B. Provisional, limited term, temporary and substitute employees and employees hired for exclusive weekend or holiday work shall not be eligible for holiday pay.

C. When a holiday falls on a Saturday, the holiday shall be observed on the preceding Friday. When a holiday falls on a Sunday, the holiday shall be observed the following Monday.

D. A regular classified employee assigned to a work week other than Monday through Friday shall be provided a substitute holiday when the regular holiday falls on a day on which the employee is not assigned to work, with approval by the supervisor.

E. A regular classified employee who is not assigned to duty during student recess periods between August~~September~~

and June shall be paid for any holiday that falls within the recess, provided he/she was in a paid status during any portion of the working day that immediately precedes or follows the recess period.

Reference: Education Codes 45203, 45204, 45205, and 45206.5

~~11.14.3 APPLICATION OF PAID HOLIDAY PROVISIONS TO UNIT MEMBERS~~

- ~~A. Paid holiday's provisions for unit members shall be in accordance with these Rules and the negotiated labor agreement between the District and the recognized employee organizations.~~

V. Information Items:

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2011-2012										
7/12/2011	Elem Library Coor	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/9/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/9/2011	Licensed Vocational Nurse	A	34	A	E	100.00%	\$4.08	\$706.39	\$6,405.71	\$22,393.88
10/11/2011	Electrician	A	37	A	F	100.00%	\$5.61	\$972.19	\$10,610.02	\$30,289.32
10/11/2011	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
12/13/2011	Fiscal Supv-CDS	M	41	A	B	100.00%	\$1.34	\$231.52	\$2,778.24	\$12,001.44
12/13/2011	Accounting Asst II	A	26	A	F	50.00%	\$4.30	\$372.36	\$4,064.40	\$11,620.70
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/10/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-Music	A	20	A	F	37.50%	\$3.71	\$241.15	\$2,235.41	\$6,499.40
3/13/2012	Reprographics Operator	A	23	A	F	100.00%	\$3.98	\$690.53	\$7,535.65	\$21,495.74
3/13/2012	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
3/13/2012	IA-SE	A	20	A	F	62.50%	\$3.71	\$401.92	\$3,725.68	\$10,832.34
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
3/13/2012	IA-Classroom	A	18	A	F	25.00%	\$3.53	\$152.99	\$1,419.63	\$4,126.71
3/13/2012	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
3/13/2012	Health Off Spec	A	25	A	B	43.75%	\$0.76	\$57.73	\$346.36	\$1,905.64
4/17/2012	Admin Asst	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/17/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
5/8/2012	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-Classroom	A	18	A	B	37.50%	\$0.64	\$41.35	\$248.11	\$1,376.91
5/8/2012	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/8/2012	IA-SE	A	20	A	F	50.00%	\$3.71	\$321.53	\$2,980.55	\$8,665.87
2011-2012 TOTAL									\$106,321.57	\$338,147.39

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2012-2013										
7/11/2012	Senior Buyer	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
7/11/2012	Fiscal Svcs Supv	M	41	A	D	100.00%	\$4.22	\$731.52	\$8,778.24	\$27,524.64
8/14/2012	Elem Library Coord	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
8/14/2012	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
8/14/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
8/23/2012	IA-Dev Hlth	A	23	A	F	100.00%	\$3.98	\$690.53	\$6,404.82	\$18,603.65
9/11/2012	IA-Dev Hlth	A	23	A	F	62.50%	\$3.98	\$431.58	\$4,003.02	\$11,627.28
9/11/2012	Accountant	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
10/10/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
10/10/2012	PAS	A	26	A	F	62.50%	\$4.30	\$465.45	\$4,317.91	\$12,570.35
10/10/2012	Stock and Delivery Clerk	A	26	A	B	87.50%	\$0.78	\$117.82	\$706.89	\$3,909.80
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
11/13/2012	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-PE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
1/15/2013	IA-Specialized	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
2/12/2013	Bus Driver	A	28	A	E	87.50%	\$3.52	\$533.82	\$4,638.30	\$16,285.22
2/12/2013	Gardener	A	24	A	F	37.50%	\$4.09	\$265.65	\$2,899.27	\$8,282.51
2/12/2013	Dir Class Pers	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
3/12/2013	IA-Classroom	A	18	A	D	37.50%	\$2.01	\$130.90	\$1,143.64	\$4,699.34
3/12/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
4/9/2013	HR Analyst	M	46	A	C	100.00%	\$3.10	\$537.69	\$6,452.28	\$24,000.16
5/14/2013	Sprinkler Repair Technician	A	33	A	F	100.00%	\$5.10	\$883.21	\$9,635.31	\$27,507.94
5/14/2013	IA-SE	A	20	A	F	75.00%	\$3.71	\$482.30	\$4,470.82	\$12,998.81
5/14/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
6/4/2013	Custodian	A	22	A	F	100.00%	\$3.88	\$673.28	\$7,350.91	\$20,984.95
2012-2013 TOTAL									\$139,731.78	\$448,311.89

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2013-2014										
8/13/2013	Athletic Trainer	A	35	A	B	87.50%	\$0.97	\$146.71	\$880.26	\$4,863.98
8/13/2013	IA-Specialized	A	26	A	F	75.00%	\$4.30	\$558.54	\$5,181.49	\$15,084.42
9/13/2013	Physical Therapist	A	61	A	D	100.00%	\$5.75	\$997.33	\$9,390.01	\$38,306.39
9/13/2013	Administrative Assistant	A	29	A	D	100.00%	\$2.63	\$456.55	\$4,609.52	\$18,717.88
9/13/2013	Bus Driver	A	28	A	F	87.50%	\$4.50	\$683.07	\$6,056.22	\$17,703.15
9/13/2013	Accountant	A	41	A	F	100.00%	\$6.18	\$1,071.84	\$11,697.55	\$33,408.78
11/12/2013	PAS	A	26	A	D	67.50%	\$2.44	\$285.95	\$2,398.46	\$9,933.78
11/12/2013	IA-Physical Education	A	20	A	C	50.00%	\$1.38	\$119.40	\$928.90	\$4,426.14
11/12/2013	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$850.76	\$3,156.31
11/12/2013	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$418.23	\$1,787.27
11/12/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
11/12/2013	Elementary Library Coord.	A	26	A	C	87.50%	\$1.59	\$241.52	\$1,943.96	\$9,247.97
12/10/2013	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
12/10/2013	Administrative Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,682.99	\$12,666.71
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/10/2013	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
1/14/2014	Campus Sec. Offcr.	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,166.33	\$10,295.87
1/14/2014	IA-Music	A	20	A	C	37.50%	\$1.38	\$89.55	\$696.67	\$3,319.61
2/11/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	D	100.00%	\$0.00	\$0.00	\$0.00	\$0.00
3/11/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
4/8/2014	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$992.55	\$3,682.36
5/13/2014	IA-Music	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
5/13/2014	Paraeducator-1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
2013-2014 TOTAL									\$57,792.14	\$218,237.08
2014-2015										
8/12/2014	HVAC Mechanic	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88
7/8/2014	Sports Facility Attendant	A	22	A	D	75.00%	\$2.22	\$288.22	\$2,912.28	\$11,809.32
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
7/8/2014	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
8/12/2014	HR Analyst	M	46	A	B	100.00%	\$1.51	\$262.04	\$3,144.48	\$13,572.32

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
8/12/2014	Accounting Tech (Acc. Hiring Rate)	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
8/12/2014	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$278.82	\$1,191.51
8/12/2014	Lead Custodian	A	25	A	C	100.00%	\$1.55	\$269.41	\$2,441.26	\$11,483.90
8/12/2014	Sr Office Specialist	A	25	A	D	50.00%	\$2.39	\$207.13	\$1,877.94	\$7,693.31
8/12/2014	Office Specialist	A	22	A	C	100.00%	\$1.44	\$249.65	\$2,267.28	\$10,662.13
9/9/2014	Paraeducator-3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/9/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/9/2014	Pareducator-1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
9/9/2014	Pareducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
9/9/2014	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
9/9/2014	IA-Classroom	A	18	B	B	37.50%	\$0.00	\$0.00	\$0.00	\$0.00
9/9/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
9/9/2014	Bus Driver	A	28	A	C	87.50%	\$1.67	\$252.87	\$2,033.83	\$9,692.11
9/9/2014	Pareducator-1	A	20	A	B	62.50%	\$0.68	\$73.37	\$440.24	\$2,411.51
9/9/2014	Carpenter	A	35	A	C	100.00%	\$1.98	\$343.72	\$3,118.63	\$14,664.48
9/9/2014	Plumber	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
9/9/2014	SIS Specialist	A	49	A	E	100.00%	\$5.87	\$1,017.55	\$10,795.21	\$37,190.10
9/9/2014	Facilities Technician	A	45	A	D	100.00%	\$3.89	\$673.95	\$6,807.01	\$27,633.95
9/9/2014	Audio Visual Tech	A	26	A	D	100.00%	\$2.44	\$423.64	\$4,275.75	\$17,413.65
10/14/2014	IA-Classroom	A	18	A	C	25.00%	\$1.31	\$56.92	\$458.90	\$2,172.16
10/14/2014	IA-Classroom	A	18	B	C	62.50%	\$0.68	\$73.37	\$733.74	\$3,135.56
10/14/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
10/14/2014	Library Asst. I	A	22	A	B	75.00%	\$0.70	\$91.06	\$546.35	\$3,029.77
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	Plumber	A	37	A	C	100.00%	\$2.08	\$360.91	\$3,274.56	\$15,386.88

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
10/14/2014	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
10/14/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/14/2014	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
11/12/2014	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Athletic Trainer	A	35	A	C	87.50%	\$1.98	\$300.75	\$2,420.71	\$11,503.52
11/12/2014	Student Outreach Specialist	A	44	A	C	100.00%	\$2.48	\$429.46	\$3,459.12	\$16,373.98
11/12/2014	Employee Benefits Tech	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
11/12/2014	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
11/12/2014	Paraeducator-3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
12/9/2014	IA-Physical Ed.	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Bilingual Comm Liaison	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
12/9/2014	Gardener	A	24	A	C	70.00%	\$1.52	\$184.02	\$1,669.61	\$7,848.68
12/9/2014	IA-Classroom	A	18	B	E	43.75%	\$2.12	\$160.58	\$1,605.82	\$5,026.28
1/22/2015	Admin Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
1/22/2015	Admin Assistant	A	29	A	C	100.00%	\$1.71	\$296.00	\$2,380.67	\$11,355.86
1/22/2015	Community & Public Relations Officer	M	62	A	D	100.00%	\$7.08	\$1,228.00	\$14,736.00	\$46,176.00
1/22/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
1/22/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/22/2015	Paraeducator-3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/22/2015	Technical Theater Coordinator	A	42	E	F	100.00%	\$1.40	\$242.82	\$2,913.87	\$2,913.87
1/22/2015	Health Off Spec	A	25	A	D	43.75%	\$2.39	\$181.24	\$1,581.45	\$6,501.84
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	E	37.50%	\$2.12	\$137.64	\$1,376.41	\$4,308.24
1/22/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
1/22/2015	IA-Classroom	A	18	B	E	62.50%	\$2.12	\$229.40	\$2,294.02	\$7,180.39

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2014-2015										
3/10/2015	Custodian	A	22	A	B	62.50%	\$0.70	\$75.88	\$455.29	\$2,524.81
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
3/10/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
4/14/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
4/14/2015	Plant Supervisor	A	41	A	C	100.00%	\$2.30	\$397.90	\$3,610.20	\$16,964.03
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
4/14/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
4/14/2015	Paraeducator 2	A	23	A	B	75.00%	\$0.72	\$93.84	\$563.02	\$3,107.38
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/14/2015	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/12/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	IA-Music	A	20	A	D	31.25%	\$2.12	\$114.70	\$1,000.26	\$4,111.78
6/9/2015	Swimming Instructor/Lifeguard	A	21	A	B	62.50%	\$0.69	\$74.47	\$446.84	\$2,469.46
6/9/2015	Paraeducator-1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34
6/9/2015	Senior Technology Support Assistant	A	43	D	F	100.00%	\$2.79	\$483.58	\$5,803.00	\$8,775.27
2014-2015 TOTAL									\$191,418.30	\$766,520.92
2015-2016										
7/14/2015	Student Outreach Specialist	A	44	A	D	100.00%	\$3.80	\$658.23	\$5,746.87	\$23,618.53
7/14/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
8/11/2015	Director of Food Services	M	55	A	D	100.00%	\$5.96	\$1,032.76	\$12,393.12	\$38,859.10
8/11/2015	Director of Classified Personnel	M	64	A	C	100.00%	\$4.85	\$839.99	\$10,079.88	\$37,465.68
9/8/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
9/8/2015	IA-Music	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2015-2016										
9/8/2015	IA-Classroom	A	18	B	D	43.75%	\$1.38	\$104.48	\$1,044.79	\$3,876.17
9/8/2015	IA-Classroom	A	18	B	C	25.00%	\$0.68	\$29.35	\$293.49	\$1,254.22
9/8/2015	PAS	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	PAS	A	26	A	C	37.50%	\$1.59	\$103.51	\$833.12	\$3,963.42
9/8/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
9/8/2015	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
9/8/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Audience Services Coordinator	A	38	A	C	50.00%	\$2.14	\$185.63	\$1,686.31	\$7,902.98
10/13/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
10/13/2015	IA-Classroom	A	18	B	D	37.50%	\$1.38	\$89.55	\$895.53	\$3,322.43
10/13/2015	Paraeducator 3	A	26	A	C	75.00%	\$1.59	\$207.02	\$1,666.25	\$7,926.83
10/13/2015	Campus Sec. Offcr.	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,083.16	\$5,147.94
10/13/2015	Health Off Spec	A	25	A	C	43.75%	\$1.55	\$117.87	\$947.77	\$4,504.44
10/13/2015	Elem. Library Coord.	A	26	A	D	87.50%	\$2.44	\$370.68	\$3,235.55	\$13,349.09
10/13/2015	Occupational Therapist	A	61	A	C	100.00%	\$3.74	\$648.05	\$5,216.04	\$24,788.67
11/10/2015	CCA-3	A	19	B	D	43.75%	\$1.41	\$106.87	\$1,068.69	\$3,973.41
11/10/2015	Custodian	A	22	A	C	62.50%	\$1.44	\$156.03	\$1,417.05	\$6,663.83
11/10/2015	IA-Classroom	A	18	B	C	37.50%	\$0.68	\$44.02	\$440.24	\$1,881.34
11/10/2015	HVAC Mechanic	A	37	A	D	100.00%	\$3.20	\$555.00	\$5,603.72	\$22,722.34
11/10/2015	Technology Support Assistant	A	38	D	F	100.00%	\$2.48	\$429.46	\$5,153.46	\$7,800.63
11/10/2015	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
11/10/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
11/10/2015	Paraeducator 1	A	20	A	D	62.50%	\$2.12	\$229.40	\$2,000.53	\$8,223.57
12/8/2015	Maintenance Supervisor	M	45	A	C	100.00%	\$3.03	\$525.00	\$6,300.00	\$23,412.00
12/8/2015	IA-Bilingual	A	20	A	B	37.50%	\$0.68	\$44.02	\$264.15	\$1,446.90
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
12/8/2015	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
1/12/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
1/12/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
1/12/2016	Paraeducator 1	A	20	A	C	75.00%	\$1.38	\$179.11	\$1,438.88	\$6,836.34

Advanced Step Placement Potential Fiscal Impact Report

PC Meeting Approval Date	Position	Salary Schedule	Salary Range	Class Starting Step	Adv Step	FTE	Hourly Change	Monthly Change	DIFFERENCE IN YEAR 1	CUMULATIVE DIFFERENCE YEAR 5
2015-2016										
2/9/2016	Senior Administrative Assistant	A	34	A	C	100.00%	\$1.93	\$335.14	\$3,034.28	\$14,298.45
2/9/2015	Administrative Assistant	A	29	A	B	100.00%	\$0.84	\$144.84	\$869.04	\$4,801.60
3/8/2016	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
3/8/2016	Senior Office Specialist	A	25	A	C	50.00%	\$1.55	\$134.71	\$1,117.53	\$5,296.44
3/8/2016	Cafeteria Worker I	A	11	E	F	37.50%	\$0.65	\$42.56	\$425.56	\$425.56
3/8/2016	Accounting Tecnnician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
4/12/2016	Facilities Technician	A	45	A	C	100.00%	\$2.53	\$438.05	\$3,976.28	\$18,710.07
4/12/2016	Campus Sec. Offcr.	A	25	A	D	100.00%	\$2.39	\$414.25	\$3,614.74	\$14,861.34
4/12/2016	Paraeducator 1	A	20	A	D	75.00%	\$2.12	\$275.28	\$2,400.63	\$9,868.28
4/12/2016	Lab Technician	A	26	A	D	50.00%	\$2.44	\$211.82	\$1,848.88	\$7,628.05
5/10/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
5/10/2016	Accounting Technician	A	29	D	F	100.00%	\$1.98	\$343.72	\$4,124.64	\$6,237.25
5/10/2016	Paraeducator 1	A	20	A	B	75.00%	\$0.68	\$88.05	\$528.29	\$2,893.81
6/14/2016	Accounting Technician	A	29	D	E	100.00%	\$0.97	\$167.67	\$2,012.02	\$4,124.64
6/14/2016	IA-Music	A	20	A	D	25.00%	\$2.12	\$91.76	\$800.21	\$3,289.43
6/14/2016	Paraeducator 3	A	26	A	B	75.00%	\$0.78	\$100.98	\$605.91	\$3,351.26
6/14/2016	Paraeducator 3	A	26	A	D	75.00%	\$2.44	\$317.73	\$2,773.33	\$11,442.07
6/14/2016	Facility Use Manager	M	50	A	C	100.00%	\$3.43	\$595.12	\$7,141.44	\$26,525.95
2015-2016 TOTAL									\$132,891.59	\$513,424.79
CUMULATIVE 2-YEAR TOTAL (FROM 7/1/2014)									\$324,309.89	\$1,279,945.71
CUMULATIVE 3-YEAR TOTAL (FROM 7/1/2013)									\$382,102.04	\$1,498,182.79
CUMULATIVE 4-YEAR TOTAL (FROM 7/1/2012)									\$521,833.82	\$1,946,494.67
CUMULATIVE 5-YEAR TOTAL (FROM 7/1/2011)									\$628,155.39	\$2,284,642.07

Open Requisitions (as of 6/10/2016)

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-176	ADMINISTRATIVE ASSISTANT	PT DUME ELEMENTARY SCHOOL	Vac	100	5/26/16
16-177	ATHLETIC TRAINER	SANTA MONICA HIGH SCHOOL	Vac	87.5	5/26/16
16-096	CAFETERIA WORKER I	PT DUME ELEMENTARY SCHOOL	Vac	37.5	12/2/15
16-097	CHILDREN'S CENTER ASSISTANT-2	CDS-WEST WASHINGTON	Vac	43.75	11/24/15
16-142	CHILDREN'S CENTER ASSISTANT-2	LINCOLN CHILD DEVELOPMENT CENTER	Vac	43.75	3/8/15
16-178	CHILDREN'S CENTER ASSISTANT-2	GRANT ELEMENTARY SCHOOL	New	62.5	6/1/16
16-179	CHILDREN'S CENTER ASSISTANT-2	GRANT ELEMENTARY SCHOOL	New	62.5	6/1/16
16-180	CHILDREN'S CENTER ASSISTANT-2	EDISON LANGUAGE ACADEMY	New	62.5	6/1/16
16-181	CHILDREN'S CENTER ASSISTANT-2	EDISON LANGUAGE ACADEMY	New	62.5	6/1/16
14-181	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	5/27/14
15-046	CHILDREN'S CENTER ASSISTANT-3	CHILD DEVELOPMENT SERVICES	Vac	43.75	8/22/14
16-020	CHILDREN'S CENTER ASSISTANT-3	CDS-PINE STREET	Vac	43.75	7/29/15
16-021	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15
16-022	CHILDREN'S CENTER ASSISTANT-3	CDS-WEST WASHINGTON	Vac	43.75	7/29/15

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-023	CHILDREN'S CENTER ASSISTANT-3	WILL ROGERS LEARNING ACADEMY	Vac	43.75	7/29/15
16-137	CUSTODIAN	BUSINESS SERVICES	Vac	37.5	2/23/16
16-162	CUSTODIAN	EDISON LANGUAGE ACADEMY	Vac	100	4/25/16
16-183	CUSTODIAN	CHILD DEVELOPMENT SERVICES	Vac	100	6/6/16
16-110	DIRECTOR OF MAINTENANCE AND OPERATIONS (M&O)	BUSINESS SERVICES	New	100	12/17/15
16-184	ELEMENTARY LIBRARY COORDINATOR	FRANKLIN ELEMENTARY SCHOOL	Vac	100	6/2/16
16-185	PERSONNEL ANALYST	PERSONNEL COMMISSION	Vac	100	6/6/16
16-182	INSTRUCTIONAL ASSISTANT-BILINGUAL (SPANISH)	EDISON LANGUAGE ACADEMY	Vac	37.5	5/24/16
16-161	INSTRUCTIONAL ASSISTANT-CLASSROOM	JOHN MUIR ELEMENTARY SCHOOL	Vac	43.75	4/26/16
16-171	INSTRUCTIONAL ASSISTANT-CLASSROOM	OLYMPIC HIGH SCHOOL	Vac	62.5	5/16/16
16-186	INSTRUCTIONAL ASSISTANT-CLASSROOM	MCKINLEY ELEMENTARY SCHOOL	Vac	37.5	6/7/16
16-187	INSTRUCTIONAL ASSISTANT-MUSIC	MALIBU HIGH SCHOOL	Vac	31.25	6/7/16

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-104	INSTRUCTIONAL ASSISTANT-PHYSICAL EDUCATION	SANTA MONICA HIGH SCHOOL	Vac	50	12/8/15
16-163	LEAD CUSTODIAN	MALIBU HIGH SCHOOL	Vac	100	4/26/16
16-007	LEAD VEHICLE AND EQUIPMENT MECHANIC	TRANSPORTATION	Vac	100	7/13/15
16-174	OCCUPATIONAL THERAPIST	SPECIAL EDUCATION	Vac	100	5/16/16
16-118	PARAEDUCATOR-1	ROOSEVELT ELEMENTARY SCHOOL	New	75	1/8/15
16-139	PARAEDUCATOR-1	LINCOLN CHILD DEVELOPMENT CENTER	Vac	75	3/3/16
16-148	PARAEDUCATOR-1	LINCOLN MIDDLE SCHOOL	New	75	3/15/16
16-157	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	4/21/16
16-158	PARAEDUCATOR-1	MCKINLEY ELEMENTARY SCHOOL	Vac	75	4/21/16
16-165	PARAEDUCATOR-1	GRANT ELEMENTARY SCHOOL	Vac	75	4/25/16
16-172	PARAEDUCATOR-1	MALIBU HIGH SCHOOL	Vac	75	5/18/16
16-173	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	Vac	75	5/18/16
16-170	PARAEDUCATOR-3	SPECIAL EDUCATION	New	75	5/4/16
16-105	PHYSICAL ACTIVITIES SPECIALIST	JOHN MUIR ELEMENTARY SCHOOL	Vac	37.5	12/8/15
16-152	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	62.5	4/4/16
16-175	PHYSICAL ACTIVITIES SPECIALIST	GRANT ELEMENTARY SCHOOL	Vac	62.5	5/18/16

Req Number	Req Title	Department	Position Type	FTE%	Date From HR
16-188	PHYSICAL ACTIVITIES SPECIALIST	CABRILLO ELEMENTARY SCHOOL	Vac	75	6/2/16
16-167	SENIOR OFFICE SPECIALIST	EDISON LANGUAGE ACADEMY	Vac	100	4/25/16
16-189	SENIOR OFFICE SPECIALIST	JOHN ADAMS MIDDLE SCHOOL	Vac	100	6/7/16
16-168	SKILLED MAINTENANCE WORKER	FACILITIES MAINTENANCE	Vac	100	4/26/16
15-170	TECHNOLOGY SUPPORT ASSISTANT	INFORMATION SERVICES	New	100	4/28/15

Filled Requisitions (5/1/2016 – 5/31/2016)

Req Number	Req Title	Department	Date of Accepted Job Offer
16-108	CAFETERIA WORKER I	JOHN ADAMS MIDDLE SCHOOL	5/10/16
16-160	CAFETERIA WORKER I	SANTA MONICA HIGH SCHOOL	5/10/16
16-169	INSTRUCTIONAL ASSISTANT-CLASSROOM	WILL ROGERS LEARNING ACADEMY	5/19/16
16-147	PARAEDUCATOR-1	JOHN ADAMS MIDDLE SCHOOL	5/2/16
16-164	PARAEDUCATOR-1	FRANKLIN ELEMENTARY SCHOOL	5/10/16
16-145	PARAEDUCATOR-3	SPECIAL EDUCATION	5/18/16
16-150	PARAEDUCATOR-3	SPECIAL EDUCATION	5/6/16
16-159	PARAEDUCATOR-3	SPECIAL EDUCATION	5/10/16
16-166	PARAEDUCATOR-3	SPECIAL EDUCATION	5/6/16
16-134	SENIOR OFFICE SPECIALIST	SPECIAL EDUCATION	5/25/16

TO: BOARD OF EDUCATION
 FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL
 RE: CLASSIFIED PERSONNEL – MERIT

ACTION/CONSENT
 06/02/16

RECOMMENDATION NO. A.20

It is recommended that the following appointments for Classified Personnel (merit system) be approved and/or ratified. All personnel will be properly elected in accordance with District policies and salary schedules.

<u>NEW HIRES</u>		<u>EFFECTIVE DATE</u>
Laird, Janet Special Ed-Franklin ES	Paraeducator-3 6 Hrs/SY/Range: 26 Step: D	5/17/16
Montoya, Thania Special Ed-Adams MS	Paraeducator-1 6 Hrs/SY/Range: 20 Step: B	5/16/16
Robinson, Christopher Special Ed-McKinley ES	Paraeducator-1 6 Hrs/SY/Range: 20 Step: A	5/16/16
Zander, Steven Malibu HS	Instructional Assistant - Music 2 Hrs/SY/Range: 20 Step: A	5/2/16

<u>TEMP/ADDITIONAL ASSIGNMENTS</u>		<u>EFFECTIVE DATE</u>
Bourne, Kaila Special Ed-Rogers ES	Paraeducator-3 [additional hours; professional development]	3/8/16-6/9/16
Carrillo, Brenda Educational Services	Administrative Assistant [overtime; clerical support]	4/13/16
Lew, Shawn Operations	Custodian [overtime; custodial support]	4/18/16-6/30/16
Uliantzeff, Elena Muir ES	Bilingual Community Liaison [overtime; special BOE translations]	4/7/16-6/30/16
Ybarra Jr., Jose Operations-Santa Monica HS	Lead Custodian [overtime; custodial support]	4/18/16-4/22/16

<u>SUBSTITUTES</u>		<u>EFFECTIVE DATE</u>
Ali, Kenyatta Operations	Custodian	5/11/16-6/30/16
Basha, Arsanios Food and Nutrition Services	Stock and Delivery Clerk	5/12/16-6/9/16
Bernet, Kenhalo Special Education	Paraeducator-1	5/1/16-6/9/16
Cajas, Debbie Child Development Services	Children's Center Assistant-1	5/1/16-6/20/16
Garcia, Oscar Food and Nutrition Services	Stock and Delivery Clerk	5/12/16-6/9/16

Lopez, Eddie Facility Use	Technical Theater Technician	5/11/16-6/30/16
Morales, Alejandra Special Education	Paraeducator-2	4/28/16-6/9/16
Morgan, Sadrica Special Education	Paraeducator-1	4/19/16-6/9/16
Pena, Dolores Child Development Services	Children's Center Assistant-1	5/11/16-6/20/16
Rosas, Ariel Food and Nutrition Services	Stock and Delivery Clerk	5/12/16-6/9/16
Smith, Deveeda Child Development Services	Children's Center Assistant-1	5/11/16-6/20/16

PROFESSIONAL GROWTH

Burton, Jerome Operations-Roosevelt ES	Custodian	<u>EFFECTIVE DATE</u> 6/1/16
Villegas, Lorena CDS-Franklin ES	Children's Center Assistant-2	6/1/16

LEAVE OF ABSENCE (PAID)

Amaya, Janene CDS-Adams Preschool	Children's Center Assistant-2 Medical	<u>EFFECTIVE DATE</u> 4/27/16-5/11/16
Casiano, Delfina CDS-Rogers ES	Children's Center Assistant-2 Medical	4/5/16-5/9/16
Gardea-Perez, Guadalupe CDS-Business Office	Bilingual Community Liaison Personal	5/1/16-5/31/16
Gonzalez, Jessica CDS-McKinley ES	Children's Center Assistant-2 Medical	4/20/16-6/9/16
Mederos, Eden Special Education	Paraeducator-3 Medical	4/29/16-5/6/16
Nava, Claudia Santa Monica HS	Student Outreach Specialist Medical	5/5/16-6/14/16
Simmons, Michael Transportation	Bus Driver Medical	5/9/16-7/21/16
Vielman Hernandez, Miriam FNS-Santa Monica HS	Cafeteria Worker I Personal	5/13/16-6/9/16
Zaldivar, Guadalupe FNS-Edison ES	Cafeteria Worker I Medical	4/20/16-6/9/16

LEAVE OF ABSENCE (UNPAID)

Navia, Mary Muir ES	Instructional Assistant - Classroom FMLA	<u>EFFECTIVE DATE</u> 4/1/16-5/15/16
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WORKING OUT OF CLASSDurst, Peggy
Special Ed-Santa Monica HSParaeducator-2
From: Paraeducator-1**EFFECTIVE DATE**

3/4/16

Ybarra Jr., Jose
Operations-Santa Monica HSLead Custodian
From: Custodian

4/18/16-4/22/16

TERMINATION DUE TO EXHAUSTION OF ALL PAID LEAVES

(39-MONTH MEDICAL REEMPLOYMENT LIST)

ST7476605
CDS-McKinley ES

Children's Center Assistant-2

EFFECTIVE DATE

5/27/16

RESIGNATIONAlvarado, Nivia
Franklin ES

Bilingual Community Liaison

EFFECTIVE DATE

6/14/16

Kaplan, Jessica
Special Ed-Malibu HS

Paraeducator-1

6/9/16

Keck, Caroline
Special Ed-Grant/Rogers ES

Occupational Therapist

5/9/16

Maddox, Henderson
Special Ed-Franklin ES

Paraeducator-1

5/6/16

Rubalcaba, Antonio
Maintenance

Facilities Technician

5/13/16

RETIREMENTLe, Duc
Fiscal Services

Accounting Assistant II

EFFECTIVE DATE

7/5/16

Preciado, Iris
Edison ES

Senior Office Specialist

6/14/16

SUSPENSION WITHOUT PAYJP8583599
FNS-Lincoln MS

Cafeteria Worker I

EFFECTIVE DATE

5/24/16; 6/1/16

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

TO: BOARD OF EDUCATION ACTION/CONSENT
06/02/16
FROM: SANDRA LYON / MARK O. KELLY / MICHAEL COOL
RE: CLASSIFIED PERSONNEL – NON-MERIT

RECOMMENDATION NO. A.21

It is recommended that the following be approved and/or ratified for Classified Personnel (Non-Merit). All personnel assigned will be properly elected on a temporary basis to be used as needed in accordance with District policies and salary schedules.

NOON SUPERVISION AIDE

Gutierrez, Nalley	McKinley ES	8/19/15-6/9/16
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COACHING ASSISTANT

Anguiano, Alex	Santa Monica HS	1/1/16-6/9/16
Goldberg, Hayden	Malibu HS	4/4/16-5/31/16
Williams, Kristufur	Santa Monica HS	5/11/16-6/9/16

TECHNICAL SPECIALIST – LEVEL II

Naziemiec, Karolina	Ed Services/Edison/McKinley/Rogers ES	3/1/16-4/28/16
	[String Instructor]	
	- Funding: Gifts – Instrumental Music	
	Gifts – Stairway of the Stars Fund	

Rubin, Jody	Ed Services/Edison/McKinley/Muir/Rogers	3/1/16-4/28/16
	[String Instructor]	
	- Funding: Gifts – Instrumental Music	
	Gifts – Stairway of the Stars Fund	

STUDENT WORKER - WORKABILITY

Dickey, Kaitlyn	Olympic HS	4/19/16-6/10/17
Maximo, Joseph	Santa Monica HS	4/19/16-6/10/16
Sanchez, Julissa	Olympic HS	4/19/16-6/10/17

MOTION MADE BY:
SECONDED BY:
STUDENT ADVISORY VOTE:
AYES:
NOES:
ABSENT:

**SANTA MONICA – MALIBU UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
MEETING CALENDAR
2015 – 2016**

Date	Time	Location	Notes
2015			
July 14, 2015	4:00 p.m.	Board Room – District Office	
August 11, 2015	4:00 p.m.	Board Room – District Office	
September 8, 2015	4:00 p.m.	Board Room – District Office	
October 13, 2015	4:00 p.m.	Board Room – District Office	
November 10, 2015	4:00 p.m.	Board Room – District Office	
December 8, 2015	4:00 p.m.	Board Room – District Office	
2016			
January 12, 2016	4:00 p.m.	Board Room – District Office	
February 9, 2016	4:00 p.m.	Board Room – District Office	
February 2016	Daily Conference	TBD	CSPCA 2016 Annual Conference
March 8, 2016	4:00 p.m.	Board Room – District Office	
April 12, 2016	4:00 p.m.	Board Room – District Office	2016–17 Budget Discussion and Development,
May 10, 2016	4:00 p.m.	Board Room – District Office	2016-17 Budget Adoption
May 17, 2016	3:00 p.m.	Board Room – District Office	Classified Employees Appreciation Reception
June 14, 2016	4:00 p.m.	Library – Webster Elementary School	

SMMUSD Board of Education Meeting Schedule 2015-16

Closed Session begins at 4:30pm
Public Meetings begin at 5:30pm

July through December 2015					
Month	1 st Thursday	2 nd Thursday	3 rd Thursday	4 th Thursday	Special Note:
July			7/15* DO		*Wednesday, 7/15
August		8/12* DO			*Wednesday: 8/12 First day of school: 8/20
September	9/2* DO		9/17 DO	9/29*	*Wednesday: 9/2 *9/29: Board visits LMS pathway schools
October	10/1 M	10/8*	10/13* 10/15 DO	10/22*	*10/8: Board visits MHS pathway schools *10/13: Board visits JAMS pathway schools *10/22: Board visits Samohi & Olympic
November	11/5 M		11/19 DO		Thanksgiving: 11/26-27
December		12/10 DO		winter break	
Winter Break: December 21 – January 1					
January through June 2016					
Winter Break: December 21 – January 1					
January	1/7* DO		1/21 DO		*1/7: Special Meeting
February	2/4 M		2/18 DO		
March	3/3 DO		3/17 M	spring break	
Spring Break: March 21 – April 1					
April	4/7* DO	4/14 DO			
May	5/5 M		5/19 DO		
June	6/2 DO			6/22* DO 6/29* DO	Last day of school: 6/9 *6/22: Special Meeting (Wed.) *Wednesday: 6/29

District Office (DO): 1651 16th Street, Santa Monica.
 Malibu City Council Chambers (M): 23815 Stuart Ranch Road, Malibu, CA

VI. Personnel Commission Business:

A. Future Items:

Subject	Action Steps	Tentative Date
Merit Rules Revisions	- Second Reading of Changes to Merit Rule: <i>Chapter XI: Vacation, Leaves of Absence and Holidays</i>	July 2016

VII. Next Regular Personnel Commission Meeting:

Tuesday, July 12, 2016 at 4:00 pm - *District Office Board Room*

VIII. Public Comments for Closed Session Items Only:

IX. Closed Session:

The Commission adjourned to closed session at _____ p.m. pursuant to Government Code Section 54954.5 and 54957 to discuss:

A. PUBLIC EMPLOYEE PERFORMANCE EVALUATION
Title: Director of Classified Personnel

B. CANDIDATE'S APPEAL
Title: Facilities Technician

The Commission reconvened into open session at _____ p.m. and reported on the following action taken in closed session:

X. Adjournment: