



PLEASE POST ON CLASSIFIED BULLETIN BOARD

PERSONNEL COMMISSION MEETING

PERSONNEL COMMISSION MEETING PROCEDURES

Members of the audience may respond to any item on the agenda provided they have been recognized by the Commission Chairperson. It is requested that speakers identify themselves. In order that proper attention may be given each item on the agenda, the chairperson may on occasion find it necessary to limit the time allotted to each speaker.

Citizens' opinions on Personnel Commission issues are always welcome. However, the Commission may not discuss or take action on any item not on the agenda.

SMOKING IS NOT PERMITTED ON DISTRICT PREMISES

What: Personnel Commission Meeting
When: February 28, 2019
Time: 4:30 p.m.
**Where: Lompoc Unified School District
Education Center – Board Room
1301 North A Street, Lompoc, California 93436**

AGENDA

Call to Order – 4:30 p.m.

A. **Approval of Minutes** (Action)

January 17, 2019 Regular Meeting (***Attachment 1***)

Moved by: _____ Seconded by: _____ Vote: _____

B. **Input from the Public**

The public may address the Commission on any matter pertaining to the Personnel Commission that is not on the agenda. The Commission may not discuss or take action on an issue not on the agenda, except to ask questions or refer matters to staff. Unless otherwise determined by the Commission, each person is limited to 5 minutes. The public may address items on the agenda when such items are being considered. (Government Code 45954.3)

C. **Reports**

1. Barbara Sandoval, CSEA Representative – Monthly Report
2. Cynthia Carrillo, Director, Classified Human Resources – Monthly Report

D. **Information Items**

1. Classified Personnel Items – January 22, 2019 & February 12, 2019 (***Attachment 2***)
2. Status of Vacancies (***Attachment 3***)
3. Examination Schedule (***Attachment 4***)
4. Working Out of Class Report (***Attachment 5***)

E. **New Business (Discussion/Action)**

1. Ratification of Eligibility Lists (Action) – ***(Attachment 6)***

Moved by: _____ Seconded by: _____ Vote: _____

2. Extension of Eligibility Lists (Action) – ***(Attachment 7)***

- ***Custodian – Extend to December 30, 2019***
- ***Maintenance Worker II – Extend to June 30, 2019***

Moved by: _____ Seconded by: _____ Vote: _____

3. Dual Certification Recruitments (Action) – ***(Attachment 8)***

- ***Classified Management Positions***
 - ***Director, Human Resources-Classified***
 - ***Director, Child Nutrition Services***
 - ***Manager, Purchasing***
 - ***Manager, Payroll***
 - ***Manager, Transportation***

Moved by: _____ Seconded by: _____ Vote: _____

4. Personnel Commission Rules and Regulations Revisions – 2nd Reading (Action) – ***(Attachment 9)***

- i. Chapter 14 - Vacations
- ii. Chapter 17 – Compensation and Pay Practices
- iii. Chapter 18 – Grievance Procedure

Moved by: _____ Seconded by: _____ Vote: _____

5. Job Description Revision / Student Supervision Aide – 2nd Reading (Action) – ***(Attachment 10)***

Moved by: _____ Seconded by: _____ Vote: _____

F. **Unfinished Business (Discussion/Action)**

G. **Items from the Floor**

H. **Items from the Personnel Commissioners**

I. **Items from Personnel Commission Staff**

J. **Next Meeting Date**

- **March 21, 2019** – Board Room, 4:30 p.m. – **Regular Meeting**

K. **Recess to Closed Session (Government Code 54957)**

1. Personnel Item – Director, Human Resources

L. **Report of Action Taken in Closed Session**

Moved by: _____ Seconded by: _____ Vote: _____

M. **Adjournment**

Moved by: _____ Seconded by: _____ Vote: _____

Pursuant to the Federal Americans with Disabilities Act, if you require any special accommodation or assistance to attend or participate in the meeting, please direct your written request as far in advance of the meeting as possible to the office of the Human Resources Director for the Personnel Commission, Cynthia Carrillo, Lompoc Unified School District, 1301 North A Street, Lompoc, CA 93436, (805) 742-3220

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared January 25, 2019

UNADOPTED MINUTES

Personnel Commission Meeting – January 17, 2019

(Page 1)

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. January 17, 2019 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Susie Morey, Chris Rowe
<u>Members Absent</u>	None
<u>Staff Present</u>	Cynthia Carrillo, Erika Diggs, Carmen Jaramillo, Ryan Johnson, Barbara Sandoval
<u>Guests Present</u>	None
<u>Approval of Minutes</u>	A motion was made by Gayle Higgason, seconded by Chris Rowe and carried to approve the minutes of the November 15, 2018 regular meeting. (2-0-1 Abstain)
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	Barbara Sandoval provided a brief update. Cynthia Carrillo provided a monthly Classified HR update (handout) to the commission.
<u>Information Items</u>	<u>Classified Personnel Items</u> – November 13, 2018, December 11, 2018 and January 8, 2019 – Cynthia Carrillo <u>Status of Vacancies</u> – Erika Diggs <u>Examination Schedule</u> – Erika Diggs <u>Working Out of Class Report</u> – Carmen Jaramillo

<u>New Business – Action</u>	
1. Ratification of Eligibility List (Action)	Action - Motion was made by Gayle Higgason, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists: <ul style="list-style-type: none"> • Language Assessment Technician (promotional) – Established 12/5/2018 – 2 promotional ranks • Paraeducator/Sp Ed (Open and Promotional – Merged List) – Established 12/4/2018 – 1 Promotional Rank/11 Open Ranks • School Accounting Assistant III (Open and Promotional) – 3 Promotional Ranks/3 Open Ranks
2. Election of Officers for Personnel Commission	Action - Motion was made by Gayle Higgason, seconded by Chris Rowe and carried (3-0) to approve the following; <p>2019 Personnel Commission Chair – Gayle Higgason 2019 Personnel Commission Vice-Chair – Chris Rowe</p>
3. Continuous Examinations	Action - Motion was made by Gayle Higgason, seconded by Chris Rowe and carried (3-0) to approve continuous examinations for the following positions until January 17, 2020. <ul style="list-style-type: none"> • Paraeducator • Paraeducator-Bilingual • Noon Duty Aide

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared December 27, 2018

UNADOPTED MINUTES

Personnel Commission Meeting – January 17, 2019
 (Page 2)

<p><u>New Business – Information Items</u></p> <p>1. Revised Rules and Regulations</p> <p>2. Revised Job Description</p>	<p>Information – Personnel Commission Rules and Regulations Revisions – Chapter 14, Chapter 17, Chapter 18 – 1st Reading – Recommendation for approval at February 28, 2019 meeting.</p> <p>Information – Revised Job Description and Job Title / Noon Duty Aide Change to Student Supervision Aide – 1st Reading – Recommendation for approval at February 28, 2019 meeting</p>
<p><u>Unfinished Business</u></p> <p>1. None</p>	<p>None</p>
<p><u>Items from the Floor</u></p>	<p>None</p>
<p><u>Items from Personnel Commissioners</u></p>	<p>None</p>
<p><u>Items from PC Staff</u></p>	<p>Erika Diggs stated that the NEO for Noon Duty Aides went very well and was a great team effort.</p>
<p><u>Recess to Closed Session</u></p>	<p>The Personnel Commission did not convene to Closed Session.</p>
<p><u>Next Meeting Date</u></p>	<p>February 28, 2019 in the Board Room at 4:30 p.m. – Regular Meeting</p>
<p><u>Adjournment</u></p>	<p>Motion was made by Chris Rowe, seconded by Susie Morey and carried that the meeting be adjourned at 4:53 p.m. (3-0)</p>

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared February 25, 2019

CLASSIFIED PERSONNEL ITEMS

Information Item

For Personnel Commission Meeting February 28, 2019

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS

January 22, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Arganda, Gloria	Noon Duty Aide	MGEL	21-1	01/01/19
Barajas, Veronica	Noon Duty Aide	LCEL	21-1	01/01/19
Bond, Linda	Noon Duty Aide	VMS	21-1	01/01/19
Boneck, Amber	Noon Duty Aide	LBEL	21-1	01/01/19
Cambron Martinez, Brenda	Noon Duty Aide	HPEL	21-1	01/01/19
Campbell, Yolanda	Noon Duty Aide	LVMS	21-1	01/01/19
Carlos, Lorena	Noon Duty Aide	LCEL	21-1	01/01/19
Chavez, Nicholas	Noon Duty Aide	LHEL	21-1	01/01/19
Corona, Alejandra	Noon Duty Aide	LHEL	21-1	01/01/19
Cross, Shelly	Noon Duty Aide	CREL	21-1	01/01/19
Davis, Tina	Noon Duty Aide	MGEL	21-1	01/01/19
De Havilland, Jenny	Noon Duty Aide	LBEL	21-1	01/01/19
Dimock, Kristen	Noon Duty Aide	LCEL	21-1	01/01/19
Dugat, Chaela	Paraeducator SPED	FMEL	27-1	01/08/19
Evangelista, Maricela	Noon Duty Aide	LHEL	21-1	01/01/19
Faulkner, Kerri	Paraeducator SPED	LBEL	27-1	01/07/19
Garcia, Gloria	Noon Duty Aide	LCEL	21-1	01/01/19
Garcia, Maria	Noon Duty Aide	RUTH	21-1	01/01/19
Gomez, Daniela	Noon Duty Aide	RUTH	21-1	01/01/19
Hammond, Kathryn	Noon Duty Aide	LBEL	21-1	01/01/19
Hao, Robertaann	Noon Duty Aide	RUTH	21-1	01/01/19
Harbison, Danielle	Noon Duty Aide	LCEL	21-1	01/01/19
Hurtado, Irma	Noon Duty Aide	LVMS	21-1	01/01/19
Jimenez DeGonzalez, Maria	Noon Duty Aide	HPEL	21-1	01/01/19
Juarez, Lorraine	Noon Duty Aide	FMEL	21-1	01/01/19
Juarez-Aguilera, Connie	Noon Duty Aide	FMEL	21-1	01/01/19
Leon, Josefina	Noon Duty Aide	FMEL	21-1	01/01/19
Logan, Rhonda	Noon Duty Aide	LVMS	21-1	01/01/19
Lonnon, Deirdre	Noon Duty Aide	LVMS	21-1	01/01/19
Lopez, Steven	Noon Duty Aide	BVEL	21-1	01/01/19
McGowan, Juanita	Noon Duty Aide	MGEL	21-1	01/01/19
Medina, Olivia	Noon Duty Aide	LBEL	21-1	01/01/19
Metcalfe, Delmi	Noon Duty Aide	LBEL	21-1	01/01/19
Northrop, Tessa	Noon Duty Aide	BVEL	21-1	01/01/19
Ordonez, Oralia	Noon Duty Aide	BVEL	21-1	01/01/19

Orellana, Lester	Paraeducator SPED	LHS	27-1	01/07/19
Parker, Jacqueline	Noon Duty Aide	VMS	21-1	01/01/19
Pledger, Allison	Noon Duty Aide	BVEL	21-1	01/01/19
Powers, Terry	Noon Duty Aide	RUTH	21-1	01/01/19
Quackenbush, Kathryn	Noon Duty Aide	CREL	21-1	01/01/19
Quinlan, Jaime	Noon Duty Aide	CREL	21-1	01/01/19
Rodriguez, Arlene	Paraeducator BIL	CHS	25-1	01/08/19
Rodriguez, Victoria	Paraeducator SPED	Hapgood	27-1	01/15/19
Sarabia, Annabelle	Noon Duty Aide	MGEL/LCEL	21-1	01/01/19
Schwenk, Sarah	Noon Duty Aide	BVEL	21-1	01/01/19
Smallwood, Jennifer	Noon Duty Aide	MGEL	21-1	01/01/19
Sorum, Brittany	Sr. Office Assistant	LHS	31-1	01/14/19
Taulbee, Christina	Noon Duty Aide	LBEL	21-1	01/01/19
Terrones, Tracy	Child Nutrition Wkr I	LHS	21-3	01/09/19
Thompson, Becky	Noon Duty Aide	BVEL	21-1	01/01/19
Tran, Jennifer	Noon Duty Aide	LVMS	21-1	01/01/19
Van Sandt, Rachel	Noon Duty Aide	MGEL	21-1	01/01/19
Washington, Ann	Noon Duty Aide	LHEL	21-1	01/01/19
Watson, Pamela	Noon Duty Aide	CHS	21-1	01/01/19
Wooden, Lori	Noon Duty Aide	FMEL	21-1	01/01/19
Wright, Pamela	Noon Duty Aide	VMS	21-1	01/01/19
Zaragoza, Magdalena	Child Nutrition Wkr I	LBEL	21-5	01/07/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Burns, Dennis	Paraeducator	SUB	24-1	01/09/19
Jamar, Amy	Transportation Attendant	SUB	26-1	01/07/19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Donovan, Samantha	Child Nutrition Wkr I 1.2 hrs/day, LBEL	Child Nutrition Wkr I 3.25 hrs/day, LBEL	01/07/19
Gomez, Lucia	Paraeducator 4.0 hrs/day, MGEL Range 24-1	Paraeducator BIL 5.0 hrs/day, LHEL Range 25-2	01/07/19
Mazraoui, Asma	Child Nutrition Wkr I 2.0 hrs/day, LHS Range 21-1	Paraeducator SPED 6.0 hrs/day, HPEL Range 27-1	01/07/19
Sarot, Rachel	Office Assistant 8.0 hrs/day CHS Range 29-5	School Accounting Assist III 8.0 hrs/day, CHS Range 36-3	01/01/19
Simmons, Melissa	Child Nutrition Wkr I 2.5 hrs/day, LCEL Range 21-4	Paraeducator SPED 6.0 hrs/day, FMEL Range 27-2	01/07/19

Soria, Angelo

Child Nutrition Wkr I
2.0 hrs/day, LHS

Child Nutrition Wkr I
2.5 hrs/day, LCEL

01/07/09

PARS Incentive (Pending Board Approval of PARS Incentive)

<u>Name</u>	<u>Assignment</u>
Bennett, Susan	Manager, Purchasing Services
Bertelsen, Kathy	Director, Child Nutrition Services
Carrillo, Cynthia	Director, Classified Human Resources
Griggs, Patricia	Manager, Payroll & Benefits

SEPARATIONS

In accordance with Policy 4121 the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Chavez, Stephanie	AVID Tutor	Resignation	01/04/19
Densmore, Marie	LVN	Resignation	01/18/19
Kerwood, MaryLou	Dist. Textbook Specialist	Retirement (19 years)	01/16/19
Smalling, Kaylee	Avid Tutor	Resignation	12/13/18
Terrones, Tracy	Child Nutrition Wkr I	Resignation	12/31/18

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 February 12, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Garcia, Viridiana	Transportation Attendant	TRAN	26-2	01/29/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	<u>Salary Schedule Placement</u>	<u>Date</u>
Cota, Mariah	CNW I	SUB	24-1	01/24/19
Jimenez, Meredith	Noon Duty Aide	SUB	24-1	01/25/19
Vogler, Muserref	Custodian	SUB	29-1	01/28/19

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Kovach, Cynthia	Office Assistant 6.0 hrs/day, LHS	Office Assistant 8.0 hrs/day, CHS	02/11/19
Lopez, Jacqueline	Child Nutrition Wkr I 2.0 hrs/day, FMEL	Child Nutrition Wkr I 2.0 hrs/day, LHS	01/22/19

SEPARATIONS

In accordance with Policy 4121, the following resignations have been accepted:

<u>Name</u>	<u>Assignment</u>	<u>Type of Separation</u>	<u>Date</u>
Ante, Lidia	SUB CNW I	Resignation	01/31/19
Bagley, Kristen	SUB Trans. Attendant	Resignation	01/23/19
Diggs, Kiara	Paraeducator – SPED	Resignation	02/01/19
Miller, Cheryl	SUB CNW I	Resignation	02/05/19
Morton, Lybeth	Paraeducator – SPED	Resignation	02/01/19

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared February 25, 2019

STATUS OF CLASSIFIED VACANCIES
Information Items
For Personnel Commission Meeting February 28, 2019

POSITION	HOURS	REASON	WORK YEAR	FUNDING SOURCE	REPLACING	SITE	STATUS
ADMIN I	8.0	VACANT DUE TO RESIGNATION	228	UNRESTRICTED	S. GOOSTREE	BUENA VISTA	INTERVIEWS
CHILD NUTRITION WORKER I	2.0	VACANT DUE TO PROMOTION	196	CHILD NUTRITION	JACQUELINE LOPEZ	FILLMORE	INTERVIEWS
CUSTODIAN	8.0	VACANT DUE TO RETIREMENT	260	MAINTENANCE	H. PEREZ	FILLMORE	ON HOLD PER MANAGER
LIBRARY TECHNICIAN	5.5	VACANT DUE TO RESIGNATION	197	UNRESTRICTED	J. VALENTINE	CRESTVIEW	TRANSFER
LVN	6.0	VACANT DUE TO RESIGNATION	208	UNRESTRICTED / SPED IDEA	N. JACOBS	DISTRICT	INTERVIEWS
OFFICE ASSISTANT	6.0	VACANT DUE TO TRANSFER	208	UNRESTRICTED	C. KOVACH	LHS	TESTING
PARAEDUCATOR	4.0	NEW	196	UNRESTRICTED	N/A	MIGUELITO	TESTING
PARAEDUCATOR BILINGUAL	4.0	VACANT DUE TO PROMOTION	196	UNRESTRICTED	J. MIERLES	FILLMORE	TESTING
PARAEDUCATOR – SPECIAL ED	6.0	VACANT DUE TO RESIGNATION	196	UNRESTRICTED / SPED IDEA	K. DIGGS	MHS	INTERVIEWS
PARAEDUCATOR – SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	N/A	LVMS	INTERVIEWS
PARAEDUCATOR – SPECIAL ED	6.0	VACANT DUE TO RESIGNATION	196	UNRESTRICTED / SPED IDEA	J. MOREHART	ADULT TRANS. PROGRAM	INTERVIEWS
SCHOOL ACCOUNTING ASSISTANT I	2.0	VACANT DUE TO PROMOTIONAL	228	ADULT ED	L. AYERS	ADULT ED	INTERVIEWS
SCHOOL BUS DRIVER/ MECHANIC	8.0	VACANT	260	TRANS	R. GARCIA	TRANS	TESTING

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared February 25, 2019

EXAMINATION SCHEDULE

Information Item

For Personnel Commission Meeting February 28, 2019

CLASSIFICATION	TOTAL NUMBER OF APPLICANTS	WRITTEN/ PERFORMANCE EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE WRITTEN & PERFORMANCE EXAM	ORAL EXAM DATE	NUMBER OF APPLICANTS QUALIFIED TO TAKE ORAL
Computer Network Technician	19	02/14/2019	15	02/25/2019	10
District Textbook Specialist	29	02/14/2019	22	02/26/2019	11
Office Assistant	50	02/12/2019	34	TBD	15
Paraeducator (continuous recruitment)	10	02/28/2019	TBD	TBD	TBD
Paraeducator Bilingual (continuous recruitment)	12	02/27/2019	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	78	03/01/2019	TBD	TBD	TBD
School Bus Driver / Mechanic	TBD	n/a	n/a	TBD	TBD
Site Technology Assistant	8	02/28/2019	8	03/07/2019	TBD
Student Supervision Aide (continuous recruitment)	17	03/01/2019	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared January 10, 2019

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting February 28, 2019

Employee Name	Current Job Title/Location	WOC Assignment	Beginning Date of WOC	End Date of WOC	Reason	Comments
Paul Ortega	Bus Driver II / Transportation Dept.	Bus Driver / Service Mechanic / Transportation Dept.	11/23/2018	TBD	Vacancy	
Dylan Miller	Grounds Maint Wkr I/ M&O	Lead Grounds Maint. Wkr.	02/20/2019	TBD		
Janina Hererra	Home School Liaison/Ruth	Account Clerk	8/15/2018	TBD		
Rosa Fletes	Paraeducator/Ruth	Account Clerk	8/15/2018	TBD		
Barbara Sandoval	Para-SpEd/Fill, Lib Tech/Bctr	Text Book Specialist/Bk Ctr	8/24/2018	TBD	Leave	
Christine Madden	Supervisor, Transportation Services/Cen. Services	Manager, Transportation Services/Cen. Services	12/3/2018	TBD		
Rosana Garcia	CNW I/LHS	Paraeducator-SpEd/Hapgood	1/7/2019	TBD	Testing	
Rosana Bedolla	IA-Special Ed/Ruth	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Aracely Navarro	IA-Special Ed/LVMS	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Evelyn Castaneda	School Communtiy Liaison/La Canada	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Alyssa Berotteran	CNW I/LHS	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Heather Robinson	School Accounting Assistant I/Ruth	Language Assessment Tech/Ed. Ctr.	01/28/2019	5/31/2019	Testing	
Jarely Mireles	IA-Special Ed./Fillmore	Admin Asst. I/Fillmore	02/11/2019	TBD	Leave	

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared February 25, 2019
Action Item

RATIFICATION OF ELIGIBILITY LISTS
Action Item
For Personnel Commission Meeting February 28, 2019

The following are the eligibility lists that have been established since the last Personnel Commission Meeting.

Recruitment Type/Position	Established	Number of Ranks on Promotional	Number of Candidates on Promotional	Number Of Ranks on Open	Number of Candidates on Open
<i>School Accounting Assistant I</i>	02/05/2019	1	1	2	2
<i>Transportation Attendant</i>	01/22/2019	0	0	3	4
<i>Paraeducator Special Ed.</i>	01/29/2019	0	0	9	14
<i>Student Supervision Aide</i>	02/20/2019	0	0	3	5

It is recommended that the Personnel Commission ratify the eligibility lists as shown above.

Respectfully Submitted,

Cynthia Carrillo
Director, Human Resources-Classified
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Action Item
February 28, 2019

EXTENSION OF ELIGIBILITY LISTS

In accordance with Merit System Rule & Regulation 50.100.1 (C) the Commission may extend an eligibility list for up to one additional year at the discretion of the Personnel Director for the Personnel Commission subject to ratification by the Personnel Commission at its next meeting. Names of successful competitors may be added to eligibility lists resulting from continuous examinations without approval by the Commission in accordance with Section 50.100.4A of the Merit System Rules and Regulations.

Due to the continuously high volume of recruitments occurring during the 2018-2019 school year and the expectation that the high volume will continue through 2019-2020, it is recommended that the Personnel Commission extend the following eligibility lists:

- Custodian – Extended to December 30, 2019
- Maintenance Worker li – Extended to June 30, 2019

Respectfully Submitted,

Cynthia Carrillo
Director, Human Resources-Classified
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION

Action Item
February 28, 2019

DUAL CERTIFICATION

Merit System Rule 40.200.4 (E) states, "Examinations for Classified Management Classes may be filled by Dual Certification with prior Commission approval. One half point of credit on the final score shall be added for each full year of service in the District, up to a total of ten (10) points of service credit."

Dual certification provides all candidates (promotional and open) to be ranked together on one list, instead of having the "Promotional Only" list take precedence over the "Open List."

It is recommended that the Personnel Commission approve the designation of the following recruitments to be filled by Dual Certification:

Director, Human Resources-Classified
Director, Child Nutrition Services
Manager, Purchasing
Manager, Payroll
Manager, Transportation

Respectfully Submitted,

Cynthia Carrillo
Director, Human Resources-Classified
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: December 27, 2018

**PERSONNEL COMMISSION RULES AND REGULATIONS REVISIONS – 2nd
READING**

Action Item

For Personnel Commission Meeting February 21, 2019

The Personnel Commission has considered the following revisions to its Rules & Regulations:

- Chapter 14 – Vacations
- Chapter 17 – Compensation and Pay Practices
- Chapter 18 – Grievance Procedures

This is in accordance with current Merit Rules and Regulations Chapter 10.200.1 (a), which states:

“The Commission shall prescribe and amend, and interpret, subject to this article, such rules as may be necessary to insure the efficiency of the service and the selection and retention of employees upon a basis of merit and fitness. The rules shall be binding upon the governing board...”

It is recommended that the Personnel Commission approved Chapters 9, 10, 11 revisions as presented.

Respectfully Submitted,

Cynthia Carrillo
Director, Human Resources-Classified
Personnel Commission

CHAPTER 14 – VACATIONS

Vacations – Bargaining Unit Employees and Classified Management/Confidential Employees

14.1.1 Vacation - Bargaining Unit Employees

Classified bargaining unit employees are covered under the collective bargaining agreement.

14.1.2 Vacation – Classified Management/Confidential Employees

Classified management, supervisors, and confidential employees shall be entitled to prorated vacation pay; length of such vacation period shall be determined in the following way:

1 – 5 years of service	1.167 days of vacation for each full month of service for a maximum of 14 days annually.
6 – 10 years of service	1.417 days of vacation for each full month of service for a maximum of 17 days annually.
11 – 15 years of service	1.667 days of vacation for each full month of service for a maximum of 20 days annually.
16 – 20 years of service	1.833 days of vacation for each full month of service for a maximum of 22 days annually.
21+ years of service	2.25 days of vacation for each full month of service for a maximum of 27 days.

Not more than one year's vacation can be accumulated and carried over from one fiscal year to the next. Prior written permission by the immediate management supervisor can extend this carry-over a period for six months, at which time the vacation shall be taken or compensated unless the time period is extended by action of immediate management supervisor.

The Board of Education and Personnel Commission may grant additional vacation at their discretion to non-represented employees.

Vacations shall be approved in advance by the District department head. Effort shall be made to enable vacation to be taken at times convenient to the employee, consistent with the needs of the service and the workload of the department. The employee may elect a vacation payoff under special circumstances if approved by the District.

All vacation time shall be paid at the employee's regular rate of pay earned in his/her regular classification at the time the vacation is taken or paid for, and shall include any longevity, differential and/or stipends due to the employee.

14.1.3 Unearned Vacation Upon Separation

When a classified manager/confidential employee separates and had been granted vacation which was not yet earned at the time of separation of the employee's services, the District shall deduct from the employee's final check the full amount of salary which was paid for such unearned days of vacation taken.

14.1.4 Earned Vacation Upon Separation

When a classified manager/confidential employee separates, the employee shall be entitled to lump sum compensation for all earned and unused vacation, at their regular rate of pay, except that employees who have not completed six months of employment in regular status shall not be entitled to such compensation.

~~Upon separation from service, an employee shall be paid for his/her accumulated vacation credit at the rate of pay applicable to his/her last regular assignment.~~

CHAPTER 17 – COMPENSATION AND PAY PRACTICES

(Formerly Chapter 70: Wage and Salary Provisions)

(Only applies to Classified Management and Confidential Employees)

17.1 Wage and Salary Administration

This section covers the responsibilities of the Personnel Commission and Board of Education in regards to compensation and pay practices.

17.1.2 ~~70.100.1~~ Workday and Workweek

A. The work week is from Monday through Sunday. The maximum number of hours of regular employment of an employee is eight hours a day and 40 hours a week. However, the Governing Board may employ persons for lesser periods of time and may, through authorized administrators, order and authorize employees to work in excess of eight hours in one day or 40 hours in one week. (Revised October 12, 2001)

17.1.3 ~~70.100.2~~ Overtime Defined

- A. Overtime is defined as authorized hours over actual working hours excluding holidays, sick leave, vacation, compensating time off or other paid leave of absence. A workweek is from Monday through Sunday. Overtime is ordered and authorized working time in excess of the following:
1. In excess of eight hours in any one day or in excess of forty hours in a workweek.
 2. An employee who is assigned for five consecutive working days who has an average workday of four hours or more during the workweek shall be compensated on an overtime basis for any work required to be performed on the sixth or seventh day following commencement of the workweek. (Exempt employees refer to 70.100.4)
 3. An employee whose workweek consists of five consecutive working days and having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following commencement of his/her workweek, be compensated on an overtime basis for any work required to be performed on the seventh day following commencement of his/her workweek.

No one shall order or authorize overtime unless it is compensable as provided below. Overtime of less than 15 minutes shall not be credited; all overtime shall be reported and credited in multiples of 15 minutes of working time.

- B. The Governing Board may, with the approval of the Personnel Commission, exempt specific classes of positions from compensation for overtime pursuant to Education code section 45127. Such exemptions shall be applied only to those classes which the Governing Board and Personnel Commission specifically find to be subject to fluctuations and daily working hours not susceptible to administrative control, such as security patrol and recreation classes, but shall not include food service and transportation classes. (Revised October 12, 2001)

17.1.4 ~~70.100.3~~ Compensation for Overtime

Applies only to employees not exempt from overtime compensation under federal and state law, hereinafter “nonexempt” employees, including classified supervisors, confidential employees and

classified bargaining unit members.) (Revised October 12, 2001)

- A. A regular employee who works authorized overtime shall be paid at a rate equal to one and one-half times the amount of overtime worked. He/she shall be paid at one and one-half times his/her regular rate of pay for the overtime worked. Shift and special assignment differentials regularly received by the employee shall be included in determining his/her regular rate of pay.
- B. Compensatory time at the rate equal to one and one-half times the amount of overtime worked may be taken as time off in units of one-half hour or more with the approval of the responsible administrator.
- C. Payment of call-back time duty that is above and beyond the regular assigned work schedule as follows:
 - 1. Employees eligible for overtime: A minimum of 2 (two) hours at regular hourly rate times 1.5. (Revised October 12, 2001)

17.1.5 70.100.4 Classification Exempt from Overtime Payment (Revised October 12, 2001)

A. In accordance with the guidelines set forth in the Fair Labor Standards Act and Education Code §45130, the following classes are excluded from overtime provisions.

- ~~1. All Classified Managers~~
 - ~~Accounting~~
 - ~~Food Service~~
 - ~~Maintenance & Operations~~
 - ~~Payroll & Benefits~~
 - ~~Purchasing & Stores~~
 - ~~Transportation~~
- ~~2. All Classified Coordinators~~
- ~~3. Director of Fiscal Services~~
- ~~4. District Technology Officer~~
- ~~5. Personnel Director/Personnel Commission~~
- ~~6. Business Manager~~

Director, Child Nutrition Services
Director, Fiscal Services
Director, Human Resources-Classified
Director, Maintenance & Operations
Manager, Accounting
Manager, Payroll & Benefits
Manager, Purchasing Services
Manager, Transportation Services
Manager, Energy Educator
Supervisor, Printing & Publications
Supervisor, Transportation Services
Supervisor, Child Nutrition Services
Supervisor, Maintenance & Operations

B. Notwithstanding the foregoing conclusions, if an employee in an exempt position is required to

work on a holiday, he/she shall be paid, in addition to his regular holiday pay, straight time for hours required to work or given compensating time off at a rate not less than his normal rate of pay.

17.2 Personnel Commission Responsibilities

The Director, Human Resources-Classified (for the Personnel Commission) shall prepare salary recommendations for approval by the Personnel Commission relating to allocation of classes to salary schedules including, establishment of salary relationships for new classes and revision of existing salary relationships within occupational groups or class families, arising in the course of the Commission's exercising its statutory classification and salary relationship functions. The Commission's recommendation may take into account the following factors: the wages and salaries paid for similar work in private industry in the recruitment area; the wages and salaries paid by other governmental agencies in the recruitment area; the principle of like pay for like work within the classified services; and such other information as the Commission may require.

17.3 Board of Education Responsibilities

The Board of Education shall fix the salaries for all classified employees and other employees not requiring certification qualifications employed by the District unless otherwise prescribed by law. The fixing of salaries shall mean that the Board shall adopt a salary schedule of matrix with specific dollar amounts for each range and step. The adoption of any classified salary schedule shall be done in such a way so as not to alter the compensation relationships (salary range placements and percentage relationships) between and amongst classes as established by the Personnel Commission.

- a. **Board's Action on Salary Range Recommendations:** The Board of Education may approve, amend, or reject the salary range recommendations of the Personnel Commission, but may not alter the relationships (salary range placements and percentage relationships) between and amongst classes as established by the Personnel Commission.
- b. **Commission Shall Determine Salary Range Placement:** The Personnel Commission shall determine the salary range placement of every position and classification within the Classified Service of the District pursuant to its obligation to set reasonable relationships between and amongst the various classifications. The commission may make modifications to the range placement as part of its statutory obligations only after consultation with the District Administration and any exclusive bargaining agent that might represent impacted employees. The Personnel Commission adopted schedule of range placements for all classifications is incorporated as a part of these rules and resolutions.

Education Codes: 45241, 45256, 45260, 42561 and 45268

17.4 ~~70.200.1~~ Initial Salary Placement

- A. All new employees shall be appointed at the hiring rate for the class as approved by the Commission. In placing new employees on this schedule, one step, starting with the first step, may be allowed for each full year of satisfactory experience elsewhere. To be acceptable, such experience must be essentially the same as the employee's duties in the District will require. Not more than two years of salary credit shall be allowed for experience towards advance salary placement. No credit will be allowed for fractional years of experience.
- B. Employees returning to the District may receive credit for full years of experience in the District in addition to any allowance granted for experience elsewhere. Employees advancing in

classification shall be placed on the step of the new classification providing at least a 5 percent increase in salary.

- C. Substitute personnel will be paid on the base step of the position being filled.
- D. Any stipend affixed to a position shall be granted to persons employed to fill such positions for each month in which the employee has served at least eleven (11) paid days.

17.4.1 Salary Placement of Temporary Employees

Salary placement of temporary, substitute, and limited-term employees who are not regular classified employees of the District will be at the first step of the salary range for the classification in which they are assigned.

17.5 ~~70.200.2~~ Step Advancement

- A. Any person employed in a regular classified position on or before the fifteenth day of any month shall be entitled to an anniversary date effective the first day of that month. Any person employed on the sixteen through the thirty-first of any month shall be entitled to an anniversary date effective the first day of the month following employment. Except as otherwise provided by these Rules, the anniversary date established shall not be changed.
- B. Regardless of initial salary step placement (on the classification range to which assigned), a regular classified employee shall be entitled to a one (1) step advancement on the salary range each year in accordance with his/her established anniversary date; not to exceed the top step of the salary range to which assigned.
- C. Annual salary increments or step advancements, including longevity, shall become effective with an employee's anniversary date; until the maximum step has been attained.
- D. Classified employees must complete seventy-five-percent (75%) of the work days between anniversary dates to be eligible for an annual step increment.
- E. Approved unpaid leaves of absence totaling one year or less shall not constitute a break in service. However, time spent on such leaves of absence will not be counted toward accruing either salary step increments or longevity increments. The anniversary date and/or other periods noted in this article (70.200) will be extended by the amounts of time spent on unpaid leaves in excess of thirty calendar days per year.

17.6. ~~70.200.3~~ Advanced Salary Placement

The hiring rate will normally be the first step of the salary range. However, the Board of Education may provide a new employee with advanced step placement, with approval of the Personnel Commission, based upon such factors as:

- A. Additional qualifying experience beyond that required for entry into the class.
- B. Additional education at the college level (limited to no more than one step for each two years of education related to the position), but beyond the educational requirements established for entry into the class.
- C. Difficulty experienced in the recruitment of candidates to meet the vacancy needs in the class.

- D. The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

Prior to submitting a recommendation for advanced step placement to the Board of Education, the Personnel Director for the Personnel Commission shall evaluate the qualifications of the candidate in accordance with the above-noted factors in submitting such recommendation to the Personnel Commission. The Personnel Commission may accept, amend, or reject the proposed advanced step placement.

17.6.1 Salary Range Changes

Unless otherwise provided by special resolution of the Personnel Commission, whenever the salary range for a class is changed upward, the salary of each incumbent in the class on the date the change was effective shall be adjusted to the higher range and then to that step of the higher range that will provide an increase in the base hourly rate of pay. Whenever the salary range for a class is changed downward, the salary of each incumbent in the class on the date the change was effective shall be adjusted to the lower range and then to that step of the lower range that provides a base hourly rate as close to the former higher salary without exceeding the former higher salary. The employee's original anniversary date will remain unchanged unless so ordered by the Commission.

- a. When salary range changes become effective on the same date as the employee's anniversary date for merit salary adjustment, he/she shall first receive any increment adjustment to which he/she is entitled and then receive his/her corresponding step adjustment.
- b. When salary range changes become effective on the same date as an employee's promotion, the salary adjustments shall be made in such order that an employee shall gain the maximum benefit from the adjustments.

17.6.2 Salary Placement: "Y" Rating Incumbents

By special resolution of the Personnel Commission, the effects of downward range adjustments may be mitigated by a policy of "Y" rating the impacted incumbents' current hourly salary until the new lower salary range hourly rate catches up to the incumbents'. The impact of this policy would mean that an incumbent so "Y" rated would receive no general cost of living or normally entitled salary step increase until his/her old higher hourly rate was matched and/or exceeded by the new lower hourly rate.

Whenever the Personnel Commission gives authorization to "Y" rate an incumbent, the rate will be discontinued when the employee receiving the rate is promoted, separates from the service, or refuses appointment to a higher class. It will also be discontinued whenever the salary range for the class is increased so that it encompasses the employee's present rate, in which event the employee's salary rate will be adjusted to the nearest highest amount in the new range.

17.6.3 Salary Placement: Promotion

Whenever possible, an employee who is promoted shall be placed at the salary step on the new range which provides a minimum increase of at least step one or five percent (5%) of the employee's current salary. In no instance shall that placement be higher than the maximum salary step of the range for the new classification.

In determining the salary for an employee who is promoted, the following procedure shall be used:

1. Find the present monthly salary on the new salary range and advance one step.
2. If the present monthly salary is between salary steps on the new range, placement shall be at the step above the next higher step.
3. If the present monthly salary is not indicated on the new salary range, placement is on step one (1) as long as a minimum five percent (5%) increase is provided the promoted employee. If a step one placement would provide less than a five percent (5%) increase, step two shall be assigned.
4. For purposes of this article “present monthly salary” shall be the base rate on the salary schedule, exclusive of longevity increments, stipends or differentials. Longevity increments shall be applied to the new base salary.
5. Employees, who receive a promotion and who would have been entitled to a step increase in their old classification within six (6) months of the date of promotion, shall, have their promotional step placement calculated using the higher step placement they would have received had they remained in their former lower classification.

17.6.4 Salary Placement: Return from Unpaid Leave of Absence

Upon return from an unpaid leave of absence, an employee shall be placed on the same step of the range for the class which he/she had achieved prior to taking the leave, including any change(s) in rate or range applicable to the employee’s class; except that step advancement within the range shall be granted under the following conditions:

Upon return from an unpaid leave of absence, the Director, Human Resources-Classified shall recalculate any changes necessary in the employee’s anniversary date in order to comply with this rule. Employees on an unpaid leave for more than two (2) months will have their anniversary date adjusted to reflect the period of absence. Employees on an unpaid leave for less than two (2) months will not have their anniversary date adjusted.

Credit for step advancement shall accrue during leaves of absence for military service, to serve in limited-term positions within the District, and any paid leaves of absence (e.g., illness, vacation, industrial accident/illness, FMLA, ect.).

17.6.5 Salary Placement: Demotion

An employee who selects voluntary demotion or is involuntary demoted shall be placed on the step of the range of the lower class which is closest to the rate the employee earned in the higher class, provided that the employee shall not receive a salary increase thereby. The demoted employee shall retain the anniversary date established in the higher class.

17.6.6 Salary Placement: Reemployment or Reinstatement

When an employee is reemployed following layoff, or reinstated according to these rules following separation from employment, the employee shall be placed on the same step of the range for the class which he/she had achieved prior to the separation, including any change(s) in rate or range applicable to the employee’s class. The employee’s anniversary date shall be adjusted for any break in service.

17.6.7 Salary Placement: Substitute or Limited-Term Assignment of Regular Employee

When an employee accepts an additional substitute or limited-term assignment in his/her regular classification, he/she shall receive the same rate of pay as in the regular assignment except that any special stipends which may apply only to the regular assignment and not to the substitute or limited-term assignment shall not be paid.

When an employee accepts a substitute or limited-term assignment in a lower classification, he/she shall be paid at the step on the lower salary range which is closest to, but not greater than, their regular salary rate.

17.6.8 Salary Placement: Working Out of Classification

When a regular employee in the classified service works in a higher classification for a period of time which exceeds three (3) working days within a fifteen (15) calendar day period, the salary of the employee shall be adjusted upward for the entire period of working out of classification.

Whenever an employee is allowed to assume or is required to perform all or the majority of the functions and duties of a higher classification, the salary shall be adjusted upward to the salary range of the higher classification, and then to the step of that range that will provide the employee at least a five percent (5%) salary increase. An employee may receive less than a five percent (5%) increase if the top step of the higher classification's salary range is less than five percent (5%) above the employee's regular salary. In that instance the employee shall be placed at said top step and the employee shall not be entitled to further compensation.

If an employee is required to perform duties which are not allocated to an existing class, the assignment shall be reported to the Director, Human Resources-Classified in writing so that a review may be conducted to determine the appropriate pay differential for the temporary assignment.

17.6.9 Salary Placement: Summer/Recess Period Salary Placement

A classified employee shall, for services performed during summer or any other recess period, receive, on a pro-rata basis, not less than the compensation and benefits which are applicable to the classification during the regular academic year.

17.6.10 Salary Placement: Transfer

A transfer shall not affect the employee's salary rate, salary anniversary date, accumulated sick leave, accumulated vacation, or in any other manner reflect adversely upon his/her rights, as provided by law and these rules.

17.7 ~~70.400~~ Payrolls

17.7.1 ~~70.400.11~~ Official Roster

The Personnel Director for the Personnel Commission shall maintain an official roster containing the names and complete employment records of all employees holding positions under the provisions of the Education Code.

17.7.2 ~~70.400.2~~ Payroll Audit

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

B. If, upon examination of a payroll or claim, the names, titles, periods for which payments are to be made, and rates of pay of the persons to be paid are all found to be in accordance with the provisions of the Education Code, and the rules and regulations prescribed thereunder and all statutes relating in any manner to

employment, certification of that fact shall be made upon such payroll or claim by the Personnel Director for the Personnel Commission or his/her authorized representative.

If, upon examination of a payroll or service report, it is found that any person named thereon has been employed in violation of any provision of the Education Code or the rules and regulations of the Merit System, notice of such violation shall be made upon such payroll or service report, and such notice shall serve as official notification of the Governing Board and the County offices that the drawing, signing, or issuing of any warrant on the Treasurer or other disbursing officer of the County for the payment of salary or compensation to such person is unlawful. (EDUCATION CODE 45310)

CHAPTER 18 – GRIEVANCE PROCEDURE – NEW CHAPTER

(formerly Chapter 80 – Miscellaneous Provisions)

18.1 Purpose of Grievance Procedure

The purpose of this chapter is to establish an orderly process through which employees may receive timely consideration of their grievance/complaints. Although specific steps and time limits are set forth in the procedure, it is recognized that the settlement of complaints may require that the procedure be altered in certain situations. It is also the intent of this chapter to emphasize the need for employee complaints to be submitted through established channels and for resolution of complaints at the lowest possible level. Employees may utilize this chapter of the rules to seek adjustment of complaints arising from the established Commission Rules and Regulations.

Education Codes: 45260 and 45261

18.2 ~~80.100.2~~ Matters Excluded from these Procedures

The following subjects and matters are not covered by this grievance/complaint procedure:

- A. An alleged violation of any specific provision of a collective bargaining agreement. Such allegations shall be adjudicated through the provisions contained in the collective bargaining agreement.
- B. An alleged violation of the disciplinary action section 60.800 of these Rules and Regulations. In the event that a formal disciplinary action has been initiated, all matters relative to such action shall be adjudicated through the disciplinary action appeal process. (See 60.800.11.)
- C. Complaints about the subject matter contained in a rule, regulation, policy, law, or administrative procedure. Any employee with such a complaint should direct his/her concerns and suggestions for change through administrative channels to the responsible authority.

18.2.1 ~~80.100.3~~ Adjudicating Body Determined by Subject Matter

The subject matter of a particular grievance or complaint will determine whether it will be submitted to the Board of Education or the Personnel Commission for a final determination or decision. Generally, grievances or complaints dealing with established Board policies and administrative procedures will be adjudicated by the Board of Education, and those dealing with established Commission Rules and Regulations and/or interpretations of the Education Code will be handled by the Personnel Commission. In the event that there is any question regarding which official body (Board of Education or Personnel Commission) is to hear the grievance or complaint, the Personnel Director for the Personnel Commission will make the decision regarding which official body (Board or Commission) is to review the employee's appeal.

18.2.3 ~~80.100.4~~ Steps in the Resolvment Procedure

Classified Bargaining Unit employees refer to Classified Bargaining Unit Contract - Article 5. Non Bargaining Unit employees refer to Board Policy 4244.

18.3. ~~80.200.1~~ General Provisions

The Board of Education, agents, and the Personnel Commission, its officers and agents, are governed, as are employees and employee organizations, by the provisions of part 25, Chapter 5 of Division 3. (commencing with Section 45220) of the EDUCATION CODE.

18.3.1 ~~80.200.2~~ Board Rules

The Employer-Employee Relations Rules for classified personnel adopted by the Board, in accordance with law, are made a part of these regulations. They shall apply in the same manner as if adopted by the Commission.

18.4 Definition of Grievant

A grievant is defined as an employee, employees, applicant, or employee organization filing a complaint or grievance involving one of the subjects covered by these Rules.

Education Codes: 45260 and 45261
Government Code: 3540 et seq.

18.4.1 Employee Representation

Any employee may have an employee organization represent his/her interests at any level of this grievance procedure.

Education Codes: 45260 and 45261
Government Code: 3540 et seq.

18.4.2 No Reprisals for Filing of Grievance

No reprisals of any kind shall be taken by the District against the grievant or any representative of the grievant by reason of his/her bringing a grievance or participating in a grievance.

Education Codes: 45260 and 45261
Government Code: 3540 et seq.

18.4.3 Reasonable Release Time

The grievant and /or his/her representative shall be provided reasonable release time, without loss of compensation to attend grievance conferences or hearings.

Education Codes: 45260 and 45261
Government Code: 3540 et seq.

18.4.4 Maintenance of Grievance Files

All records pertaining to grievances filed under this rule shall be maintained by the Director, Human Resources-Classified in the Classified Personnel Commission Office. All grievance records shall be maintained separately from the grievant's and/or his/her representative's personnel files.

Education Codes: 45260 and 45261

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared: February 21, 2019

**REVISED JOB DESCRIPTION AND JOB TITLE / NOON DUTY AIDE Change to
STUDENT SUPERVISION AIDE**

– 1st READING

Information Item

For Personnel Commission Meeting February 28, 2019

On January 1, 2019, AB2160 became law, which changed Education Code 45256 to read:

“(a) The commission shall classify all employees and positions within the jurisdiction of the governing board of the school district or of the commission, except those that are exempt from the classified service, as specified in subdivision (b). The employees and positions shall be known as the classified service. “To classify” shall include, but not be limited to, allocating positions to appropriate classes, arranging classes into occupational hierarchies, determining reasonable relationships within occupational hierarchies, and preparing written class specifications....(f) An employee employed by a school district in a part-time playground position as of the effective date of the laws placing part-time playground positions into the classified service shall be deemed a permanent employee of the school district without placement on an eligibility list under Section 45272 or examination under Section 45273.”

With this change that now includes Noon Duty Aides as part of the classified service, it is necessary to revise the job description and place the position on the classified salary schedule.

The job description of **Student Supervision Aide** was presented as a first reading and is now being recommended for approval.

Respectfully Submitted,

Cynthia Carrillo
Director, Human Resources-Classified
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT

STUDENT SUPERVISION ~~NOON DUTY AIDE~~

PURPOSE STATEMENT:

Under the supervision of the school principal, supervise students on the playground and lunch areas during the noon hour, during breakfast programs and occasionally before and after school **to ensure student safety**. Incumbents in this classification may also **be assigned to crossing guard duty and** assist with student supervision at street crossings.

ESSENTIAL FUNCTIONS:

- Supervise cafeterias, lunchrooms, playgrounds, restrooms and other areas as assigned by the principal, with particular attention begin given to the health, safety, and conduct of the children involved.
- Assist students to observe lunchtime and playground courtesies and rules of safety.
- **Assist younger children with breakfast and lunch, as needed.**
- **Maintain discipline and order of students.**
- **Ensure students do not leave school grounds without permission.**
- **Make certain no unauthorized persons are on school grounds.**
- Enforces District and school policies and rules.
- Reports special behavior problems to the appropriate staff.
- Maintain confidentiality regarding student behavior.
- **Provide crossing guard support as directed by site principal.**

OTHER FUNCTIONS:

May participate in District professional development opportunities as required in order to enhance job related skills.
Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

SKILLS OF:

Communicate effectively with administration and students.
Effectively deal with large groups of students.
Take notes and write short reports.

KNOWLEDGE OF:

Basic safety rules and regulations.
Cafeteria and playground procedures.
Basic principles of first aid.
Emergency assistance procedures.
Techniques used to motivate students and effectively deal with student needs at various age levels.
Standards of courtesy to be observed by students.

ABILITY TO:

Supervise students.
Learn and apply with good judgment District and school policies and rules related to student behavior and activities.
Maintain order and discipline among students, utilizing effective and appropriate strategies.
Understanding and carry out written and oral instructions.
Be a positive role model to students. **Work effectively with students and staff.**
Work cooperatively with students and staff.
Handle all matters in a tactful, courteous, and confidential manner.
Establish and maintain effective work relationships.

EDUCATION AND EXPERIENCE:

Any combination of experience and training equivalent to some experience (paid or volunteer) working with children in an educational or child care setting or any combination of training experience that would likely provide the desired knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

None

Crossing Guard Training

WORKING CONDITIONS:

ENVIRONMENT:

Indoor and outdoor work environment with exposure to extreme weather conditions; slippery or uneven walking surfaces; near moving vehicles; exposure to noise.

PHYSICAL DEMANDS:

Frequent and significant standing, walking, pushing, and or/or pulling.

Reaching with hands and arms.

Balancing.

Stooping, kneeling, or crouching.

Ability to occasionally lift and/or move up to 25 pounds.

Close vision, distance vision, color vision, peripheral vision, and the ability to adjust focus.

HAZARDS:

Working around and with machinery having moving parts.

Hazardous chemicals and fumes.

FLSA Status: Non-Exempt

Approval Date: 8/17/2017

Personnel Commission Approval Date: First Reading 6/15/2017

Personnel Commission Approval Date: 8/17/2017

Salary Range: ~~Flat Rate~~ **21 (Approval Date: _____)**