



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: January 17, 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)

November 15, 2018 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 – November 13, 2018, December 11, 2018 & January 8, 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. Election of Officers (Action) – **(Attachment 7)**

Moved by: _____ Seconded by: _____ Vote: _____

3. Continuous Examinations (Action) – **(Attachment 8)**

Moved by: _____ Seconded by: _____ Vote: _____

3. Personnel Commission Rules and Regulations Revisions – 1st Reading
(Discussion) – **(Attachment 9)**

1. Chapter 14 - Vacations
2. Chapter 17 – Compensation and Pay Practices
3. Chapter 18 – Grievance Procedure

5. Job Description Revision/Noon Duty Aide – 1st Reading (Discussion) – **(Attachment 10)**

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

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

K. Recess to Closed Session (Government Code 54957)

1. Personnel Item

L. Report of Action Taken in Closed Session

None

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 December 27, 2018

UNADOPTED MINUTES

Personnel Commission Meeting – November 15, 2018

(Page 1)

<u>Call to Order</u>	The meeting of the Personnel Commission was called to order at 4:30 p.m. November 15, 2018 at the Education Center – Board Room, 1301 North A Street, Lompoc, California.
<u>Members Present</u>	Gayle Higgason, Hector Samaniego, Chris Rowe
<u>Members Absent</u>	None
<u>Staff Present</u>	Cynthia Carrillo, Erika Diggs, Barbara Sandoval
<u>Guests Present</u>	None
<u>Approval of Minutes</u>	A motion was made by Hector Samaniego, seconded by Chris Rowe and carried to approve the minutes of the October 25, 2018 regular meeting. (3-0)
<u>Input from the Public</u>	None
<u>Reports</u> 1. CSEA 2. Cynthia Carrillo	Barbara Sandoval thanked Hector for his service to the Personnel Commission. Cynthia Carrillo provided a monthly Classified HR update to the commission.
<u>Information Items</u>	<u>Classified Personnel Items</u> – October 23, 2018 <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</u> 1. Ratification of Eligibility List (Action) 2. Rules and Regulations 2 nd Reading – Chapter 12, Chapter 16, Chapter 21 (Action)	<i>Action</i> - Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve the ratification of the following eligibility lists: Paraeducator (Open and promotional - Merged List) – Established 11/6/2018 – 10 Open Ranks Site Technology Assistant (Open and Promotional) – Established 11/2/2018 – 1 Promotional Rank/1 Open Rank <i>Action</i> - Motion was made by Hector Samaniego, seconded by Chris Rowe and carried (3-0) to approve Chapters 12, 16, and 21 revisions of the Merit Rules and Regulations
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Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared December 27, 2018

UNADOPTED MINUTES

Personnel Commission Meeting – November 15, 2018
 (Page 2)

<u>Unfinished Business</u> 1. None	None
<u>Items from the Floor</u>	None
<u>Items from Personnel Commissioners</u>	None
<u>Items from PC Staff</u>	None
<u>Recess to Closed Session</u>	The Personnel Commission did not convene to Closed Session.
<u>Next Meeting Date</u>	January 17, 2019 in the Board Room at 4:30 p.m. – Regular Meeting
<u>Adjournment</u>	Motion was made by Hector Samaniego, seconded by Chris Rowe and carried that the meeting be adjourned at 4:46 p.m. (3-0)

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared January 11, 2019

CLASSIFIED PERSONNEL ITEMS

Information Item

For Personnel Commission Meeting January 17, 2019

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS

November 13, 2018

EMPLOYMENT - Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Barry, Deanna	Paraeducator	La Honda	24-1	11/05/18
Cardenas, Esther	Paraeducator	MGEL	24-1	10/22/18
Donovan, Samantha	CNW I	LBEL	21-1	11/01/18
Franco, Candace	Paraeducator SPED	CREL	27-1	11/05/18
Hair, Katherine	CNW I	FMEL	21-1	11/05/18
Krenzke, Leanne	CNW I	LVMS	21-1	10/16/18
Mazraoui, Asma	CNW I	LHS	21-1	10/29/18
Quesada Santana, Maria	Paraeducator	HGEL	24-1	10/30/18
Schutz, Alan	Student Safety Assistant	LVMS	29-1	11/05/18
Velasco, Fatima	CNW I	CHS	21-1	11/05/18

EMPLOYMENT - Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Armijo, Ernest	Custodian	SUB	29-1	11/02/18
Donovan, Samantha	CNW I	SUB	24-1	10/18/18
Ewer, Charles	Custodian	SUB	29-1	10/29/18
Gallardo, Anthony	AVID Tutor	REG	24-1	10/16/18
Ordonez, Oralia	Noon Duty Aide	SUB	FR	11/02/18
Salazar, Nancy	AVID Tutor	REG	24-1	10/29/18
Trigueiro, Julie	Paraeducator	SUB	24-1	10/17/18
Wollerton, Eugene	Paraeducator	SUB	24-1	10/25/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Fabela, Daniel	Custodian 8.0 hrs/day, LCEL Range 29-3	Lead Custodian 8.0 hrs/day, BVEL Range 31-3	10/29/18
Groves, Shaylyn	Paraeducator SPED 6.0 hrs/day, FMEL Range 27-5	Paraeducator SPED 6.0 hrs/day, FMEL Range 27-5	10/22/18

Klawiter, Gloria	Paraeducator SPED 6.0 hrs/day, LVMS Range 27-5	Paraeducator SPED 6.0 hrs/day, MGEL Range 27-5	10/26/18
Salutan, Kashawne	Custodian 8.0 hrs/day, LVMS Range 29-2	Paraeducator 6.0 hrs/day, FMEL Range 27-3	10/22/18

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>
Aguiniga, Jacqueline	SUB Noon Duty Aide	Separation	11/01/18
Aguiniga, Valerie	Noon Duty Aide	Separation	10/15/18
Blow, Marcel	SUB Paraeducator	Separation	11/01/18
Burns, Divina	SUB Paraeducator	Separation	11/01/18
Bush, Alicia	SUB Noon Duty Aide	Separation	11/01/18
Carlos, Arthur	Transportation Attendant	Separation	10/17/18
Cardoza, Leslie	Paraeducator SPED	Resignation	10/31/18
Charbonneau, Delia	Administrative Assistant I	Retirement – 25 years	10/29/18
Creese, Tami	Noon Duty Aide	Separation	10/15/18
Gonzales, Michael	SUB Custodian	Separation	11/01/18
Gonzalez, Christy	Budget Analyst	Retirement – 22 years	10/31/18
Heuring McBride, Michael	SUB Noon Duty Aide	Separation	11/01/18
Kelly, Jennifer	SUB Noon Duty Aide	Separation	11/01/18
Knudsen, Jesse	SUB Custodian	Separation	11/01/18
Lopez, Angel	SUB Noon Duty Aide	Resignation	11/02/18
Pottebaum, Sarah	SUB Noon Duty Aide	Separation	11/01/18
Prantil, Stephanie	SUB CNW I	Resignation	11/02/18
Reyna, Jessica	SUB Paraeducator	Separation	11/01/18
Simmons, Charles	SUB Safety Liaison	Separation	11/01/18
Walters, Melinda	Paraeducator SPED	Retirement – 30 years	10/25/18
White, MiQell	Paraeducator SPED	Resignation	11/02/18

LOMPOC UNIFIED SCHOOL DISTRICT
 CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS
 December 11, 2018

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Ayala, Victoria	Administrative Assistant I	BVEL	37-1	11/07/18
Cabrera Marin, Aleida	Paraeducator SPED	CREL	27-1	11/26/18
Campfield, Aubrey	Paraeducator SPED	CREL	27-1	11/15/18
Echeverria Lugo, Selene	Paraeducator BIL	LVMS	25-1	11/26/18
Gordon, Brett	Paraeducator SPED	LHS	27-1	11/13/18
Hernandez, Esther	Paraeducator BIL	ADED	27-1	11/26/18
Lally, Karin	Paraeducator SPED	CREL	27-1	12/03/18
Levash, Gregory	Custodian	LCEL	29-1	11/08/18
Pierce, Aundrea	Paraeducator SPED	CREL	27-1	11/07/18
Solodovnikov, Lily	Paraeducator	LCEL	24-1	11/08/18
Wolcott, Joshua	Custodian	LVMS	29-1	11/15/18

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Bidileci, Georgia	Noon Aide	SUB	FR	11/14/18
Blow, Marcel	Paraeducator SPED	SUB	27-1	11/14/18
Dalop, Mary	Noon Aide	SUB	FR	11/15/18
Faucher, April	Paraeducator SPED	SUB	27-1	11/14/18
Hunt, Patricia	CNW I	SUB	21-1	11/07/18
McAdams, Allison	Clerical	SUB	29-1	11/07/18
Stanley, Chloe	AVID Tutor	REG	24-1	11/06/18
Thompson, John	Trans. Attendant	SUB	26-1	12/03/18
Torres, Veronica	Office Assistant	SUB	29-1	11/05/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Barclay, Nancy	Custodian 8.0 hrs/day EDCR Range 29-3	Lead Custodian I 8.0 hrs/day, ADED Range 31-4	1/1/2019
Beaton, Cathy	Trans. Attendant 5.45 hrs/day, TRAN	Trans. Attendant 5.3 hrs/day, TRAN	12/03/18
Brandt, Teri	Trans. Attendant 6.6 hrs/day, TRAN	Trans. Attendant 5.6 hrs/day, TRAN	12/03/18
Chavez, Leticia	Paraeducator BIL 4.0 hrs/day, LVMS Range 25-5	Paraeducator BIL 5.0 hrs/day, LVMS Range 25-5	10/01/18

Claggett, Candace	Sr. Office Assistant 8.0 hrs/day, LHS Range 31-2	CNW I 3.75 hrs/day, LHS Range 21-5	11/19/18
Diggs, Erik	Paraeducator SPED 6.0 hrs/day, LCEL Range 27-2	Site Tech. Support Assistant 6.0 hrs/day MGEL Range 31-1	12/21/18
Eldridge, Stephanie	Trans. Attendant 6.75 hrs/day, TRAN	Trans. Attendant 6.35 hrs/day, TRAN	12/03/18
Newby, Christina	Trans. Attendant 6.85 hrs/day, TRAN	Trans. Attendant 6.25 hrs/day, TRAN	12/03/18
Osua, Aurora	School Bus Driver II 7.4 hrs/day, TRAN	School Bus Driver II 7.15 hrs/day, TRAN	12/03/18
Ortega, Paul	School Bus Driver II 7.0 hrs/day, TRAN	School Bus Driver II 6.5 hrs/day, TRAN	12/03/18
Terrones, Tracy	CNW I 3.75hrs/day, LHS Range 21-3	CNW I 3.25 hrs/day, LBEL Range 21-3	11/19/18
Rosales, Edwin	School Bus Driver II 7.10 hrs/day, TRAN	School Bus Driver II 7.05 hrs/day, TRAN	12/03/18
Salutan, Kashawne	Paraeducator SPED 6.0 hrs/day FMEL	Paraeducator SPED 6.0 hrs/day, LBEL	12/03/18
Sterns, Debra	Trans. Attendant 7.15 hrs/day, TRAN	Trans. Attendant 6.9 hrs/day, TRAN	12/03/18
Vargas, Marco	Paraeducator SPED 6.0 hrs/day, LHS Range 27-5	Paraeducator SPED 7.0 hrs/day, LHS Range 27-5	11/05/18
Woyak, Kellie	School Bus Driver I 6.85 hrs/day, TRAN	School Bus Driver I 5.85 hrs/day, TRAN	12/03/18

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>
Ando, Aalayuh	Paraeducator SPED	Resignation	12/20/18
Ayala, Victoria	Administrative Assistant I	Resignation	11/30/18
Brown, Dina	School Acct. Assistant III	Retirement – 22 years	12/31/18
Calixto, Roman	Custodian – SUB	Separation	11/19/18
Clifford, Megan	CNW I	Resignation	11/19/18
Garcia, Rene	Bus Driver/Mechanic	39 month list	11/22/18
Geer-Olsen, Grace	Site Tech. Support Assist	Retirement – 20 years	12/20/18
Keener, Scott	Lead Custodian I	Retirement – 22 years	12/28/18

Martinez, Reina	Paraeducator SPED	Resignation	11/30/18
Montoya, Briana	Paraeducator SPED	Resignation	11/07/18
Morrill, Carolyn	LVN	Separation	11/06/18
Snyder, Tempe	Paraeducator SPED	Retirement – 10 years	11/08/18
Zamudio, Annette	AVID Tutor	Separation	11/28/18

LOMPOC UNIFIED SCHOOL DISTRICT
CLASSIFIED HUMAN RESOURCES
PERSONNEL ACTION ITEMS

January 8, 2019

EMPLOYMENT – Regular

<u>Name</u>	<u>Assignment</u>	<u>Location</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Goosetree, Stephanie	Administrative Assistant I	BVEL	37-1	12/11/18
Hoover, Joy	Paraeducator SPED	LCEL	27-1	01/07/19
Kumjian, Jennifer	Paraeducator SPED	LBEL	27-1	12/13/18
Matzie, Lisa	Custodian	EDCR	29-2	01/02/19
McMillan, Joy	Paraeducator SPED	LHS	27-2	12/06/18
Treme, Wyatt	Paraeducator SPED	LHS	27-1	01/07/19

EMPLOYMENT – Other

<u>Name</u>	<u>Assignment</u>	<u>Status</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Bedolla, Rudolfo	Trans. Attendant	SUB	26-1	12/07/18
Rivera, Ofelia	CNW I	SUB	21-1	12/12/18
Segovia, Roxanne	Trans. Attendant	SUB	26-1	12/06/18
Vaca, Antonio	Trans. Attendant	SUB	26-1	12/06/18
Wilks, Julie	CNW I	SUB	21-1	12/12/18

ASSIGNMENT CHANGE

<u>Name</u>	<u>Previous Assignment</u>	<u>New Assignment</u>	<u>Date</u>
Barclay, Nancy	Custodian 8.0 hrs/day EDCR Range 29-3	Lead Custodian I 8.0 hrs/day, ADED Range 31-4	01/01/19
Reyes, Elizabeth	Home Sch./Com Lia BIL & Paraeducator BIL 3 hrs/day & 5 hrs/day	Home Sch./Com Lia BIL 8 hrs/day	12/03/18
Vargas, Marco	Paraeducator SPED 7.0 hrs/day LHS Range 27-5	Language Assmt. Tech 8.0 hrs/day, EDCR Range 29-5	01/07/19

RETURN FROM LEAVE OF ABSENCE

<u>Name</u>	<u>Assignment</u>	Salary Schedule <u>Placement</u>	<u>Date</u>
Jacobs, Nicole	LVN	Range 42-5	12/17/18

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>
Lally, Karin	Paraeducator SPED	Resignation	12/05/18

Lompoc Unified School District
Classified Human Resources
Personnel Commission
Prepared January 11, 2019

STATUS OF CLASSIFIED VACANCIES
Information Item
For Personnel Commission Meeting January 17, 2019

POSITION	HOURS	REASON	WORK YEAR	FUNDING SOURCE	REPLACING	SITE	STATUS
CHILD NUTRITION WORKER I	1.75	NEW	196	CHILD NUTRITION	N/A	LVMS	TESTING
CHILD NUTRITION WORKER I	2.0	VACANT DUE TO PROMOTION	196	CHILD NUTRITION	ASMA MAZROUI	LHS	TESTING
CUSTODIAN	8.0	VACANT DUE TO RETIREMENT	260	MAINTENANCE	H. PEREZ	FIL	ON HOLD PER MANAGER
OFFICE ASSISTANT	8.0	VACANT DUE TO PROMOTION	208	UNRESTRICTED	R. SAROT	CHS	TESTING
PARAEDUCATOR	4.0	NEW	196	UNRESTRICTED	N/A	MIGUELITO	TESTING
PARAEDUCATOR BILINGUAL	4.0	VACANT DUE TO PROMOTION	196	UNRESTRICTED	J. MIERLES	FILLMORE	ON HOLD PER MANAGER
PARAEDUCATOR – SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	N/A	FILLMORE	TESTING
PARAEDUCATOR – SPECIAL ED	6.0	NEW	196	UNRESTRICTED / SPED IDEA	N/A	LVMS	TESTING
SCHOOL ACCOUNTING ASSISTANT I	2.0	VACANT DUE TO PROMOTIONAL	228	ADULT ED	L. AYERS	ADULT ED	TESTING
SCHOOL BUS DRIVER/ MECHANIC	8.0	VACANT	260	TRANS	R. GARCIA	TRANS	TESTING
SITE TECHNOLOGY ASSISTANT	6 HRS DAY/4 DAY/WK	NEW	196	ADULT ED	N/A	ADULT ED	TESTING
TRANSPORTATION ATTENDANT	4.35	VACANT	196	TRANS	A. CARLOS	TRANS	TESTING

Lompoc Unified School District
 Classified Human Resources
 Personnel Commission
 Prepared January 11, 2019

EXAMINATION SCHEDULE

Information Item
 For Personnel Commission Meeting January 17, 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
Child Nutrition Worker I (continuous recruitment)	62	01/18/19	TBD	TBD	TBD
Computer Network Technician	TBD	02/14/19	TBD	TBD	TBD
District Textbook Specialist	TBD	02/14/19	TBD	TBD	TBD
Office Assistant	TBD	02/12/19	TBD	TBD	TBD
Paraeducator Special Education (continuous recruitment)	TBD	TBD	TBD	TBD	TBD
School Accounting Assistant I	TBD	TBD	TBD	TBD	TBD
School Accounting Assistant II	TBD	TBD	TBD	TBD	TBD
School Bus Driver / Mechanic	TBD	n/a	n/a	TBD	TBD
Site Technology Assistant	TBD	TBD	TBD	TBD	TBD
Speech/Language Pathology Assistant	TBD	TBD	TBD	TBD	TBD
Transportation Attendant (continuous recruitment)	20	01/16/19	TBD	TBD	TBD

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared January 10, 2019

WORKING OUT OF CLASS REPORT
Information Item
For Personnel Commission Meeting January 17, 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.	3/13/2018	TBD	Vacancy	
Eugene Forney	Grounds Maint Wkr II/ M&O	Lead Grounds Maint. Wkr.	5/16/2018	TBD		
Dylan Miller	Grounds Maint Wkr I/ M&O	Grounds Maint Wkr II	5/16/2018	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		
Bev Marozick	Paraeducator- SpEd/Cabrillo	Office Asst./Cabrillo	1/7/2019	TBD	Vacancy	
Rosana Garcia	CNW I/LHS	Paraeducator- SpEd/Hapgood	1/7/2019	TBD		

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
Prepared January 11, 2019

RATIFICATION OF ELIGIBILITY LISTS

Action Item

For Personnel Commission Meeting January 17, 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>Language Assessment Technician</i>	12/05/18	2	2	0	0
<i>Paraeducator SPED *merged list exp. 10/05/19 & 11/06/19</i>	12/04/18	1	1	11	15
<i>School Accounting Assistant III</i>	12/12/18	3	4	3	3

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
January 17, 2019

ELECTION OF OFFICERS FOR PERSONNEL COMMISSION

Merit System Rule 20.100.3 states in part that the Personnel Commission shall annually elect one of its members as Chairperson and another member as Vice Chairperson to serve a term of one year or until successors are duly elected.

It is recommended that the Personnel Commission elect one of its members as Chairperson and one as Vice Chairperson respectively for the ensuing year.

Personnel Commissioner Elected

2019 Chair: _____

2019 Vice-Chair: _____

Respectfully Submitted,

Cynthia Carrillo
Director, Human Resources-Classified
Personnel Commission

LOMPOC UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
January 17, 2019

CONTINUOUS EXAMINATIONS

In accordance with Merit System Rule & Regulation 40.200.4 (D), the Commission may designate certain classes of positions for continuous examination. When so designated, applications will be accepted on every working day, and examinations held periodically throughout the year, based upon need and the availability of applicants.

Continuous examination for classes which cannot be practically filled by promotional examination only may be held without further action by the Personnel Commission.

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 designate the following classes of positions for continuous examination effective January 17, 2019 through January 17, 2020.

- Paraeducator
- Paraeducator-Bilingual
- Noon Duty Aide

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 – 1st
READING**

Information Item

For Personnel Commission Meeting January 17, 2019

The Personnel Commission will consider 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...”

Chapters 9, 10, 11 revisions are being submitted as a first reading and will be submitted for a second reading and final approval on February 21, 2019 at the regular Personnel Commission meeting.

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.

17.2.1 ~~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)

17.2.2 ~~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)

17.2.3 ~~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)

17.2.4 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.

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

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

17.3 Personnel Commission Responsibilities

The Personnel Administrator of Classified Personnel 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.

17.4 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

17.5 ~~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.

17.5.1 Initial Salary Placement

All new regular classified employees shall be paid in accordance with the salary range established for the class to which assigned. However, a new employee may be provided with advanced step placement by the Assistant Superintendent, Human Resources, or his/her designee based upon such factors as:

1. Additional qualifying experience beyond that required for entry into the class.
2. 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.
3. Exceptional recruitment difficulties for the classification.
4. The additional skills or qualifications of the candidate that make him/her especially qualified for the position.

17.5.2 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.

17.6 ~~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.

17.6.1 ~~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.

17.6.2 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.

17.6.3 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.

17.6.4 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.

17.6.5 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:

When the employee’s paid status credit since returning when combined with any previous service time earned prior to the unpaid leave but after the last anniversary date increase, add up to the equivalent of one (1) years’ service credit for purposes of step advancement. 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.).

17.6.6 Salary Placement: Demotion

An employee who selects voluntary demotion or is involuntarily 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.

17.6.7 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.

17.6.8 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.

17.6.9 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.

17.6.10 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.

17.6.11 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~~ Employer-Employee Relations

18.3.1 ~~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.

18.3.2 ~~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 subject 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: January 2, 2019

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

– 1st READING

Information Item

For Personnel Commission Meeting January 17, 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** is being presented as a first reading and will be recommended for approval at the February 28, 2019 Personnel Commission Meeting

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: ____)**