

# **PLEASE POST ON CLASSIFIED BULLETIN BOARD**

## **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 chair 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**

## **NOTICE OF SPECIAL MEETING**

**What:** Special Personnel Commission Meeting  
**When:** Friday, June 28, 2019  
**Time:** 11:00 am  
**Where:** Lompoc Unified School District  
Education Center – Conference Room 1  
1301 North A Street, Lompoc California 93436

A. CALL TO ORDER – 11:00 a.m.

B. NEW BUSINESS (*DISCUSSION/ACTION*)

1. Proposed Professional Expert Assignment for Business Services (Action) (**Attachment 1**)

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

D. ADJOURNMENT (*ACTION*)

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 Personnel 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  
 Service Agreement  
 Human Resources**

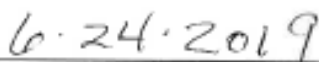
The undersigned, **Susan Bennett**, agrees to perform duties as a professional expert consultant in Purchasing under the supervision of John Karbula in the Lompoc Unified School District.

**TERMS OF AGREEMENT:**

1. Duties will begin **7/01/19** and be completed by **7/31/19**.
2. The rate of pay will be **\$364.97 per day not to exceed \$8,029.30**. The total number of hours will be documented on time cards and submitted in accordance with substitute employee timelines for payment by the 10<sup>th</sup> of the month.
3. This agreement include mileage reimbursement not to exceed the total amount of \$450.00.
4. The scope of duties will include, but not limited to assisting the Business Services department in Purchasing Department, as a professional expert, assisting and training the purchasing buyers, and assisting during the transition of the new Purchasing Manager.
5. Clearance to work and payment is contingent upon but not limited to providing the following documentation:
  - Employment Eligibility Documents – LUSD employee file
  - TB reading (within the last 4 years, plus reading must be accompanied by evidence of chest x-ray) – LUSD employee file
  - Fingerprints – LUSD employee file
6. Either party may terminate this agreement upon two (2) weeks prior written notice.
7. Statutory benefits (FICA, Medicare, etc.) will be deducted if applicable. This agreement does not include District benefit nor lodging allowance.

8. 

Susan Bennett

  
 \_\_\_\_\_

Date

  
 \_\_\_\_\_

John Karbula, Assistant Superintendent of Business Services

Date

  
 \_\_\_\_\_

Margarita Reyes, Director of Fiscal Services

Date

Budget # 01-0000-0-0000-7500-2320-000-0000-0000