PLEASE POST

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION AGENDA

Board Room
101 W. Cochran Street
Simi Valley, CA

September 14, 2022
5:00 P.M.
Meeting # 898

Personnel Commission Members

Sandy Handin, Chairperson
Kathleen Hobiger, Vice Chairperson
Lori Rhoades, Member

Staff Members

Ginan Henson, Director of Classified Personnel Services
Irma Flynn, Senior Administrative Assistant

CALL TO ORDER

FLAG SALUTE

APPROVAL OF AGENDA/CONSENT AGENDA

- Agenda
- Consent Agenda

APPROVAL OF MINUTES – Regular Meeting July 13, 2022 – *Action*

COMMENT, PRESENTATIONS AND HEARINGS

- Commission Comments
- Public Comments (Regarding items not on the agenda)

PERSONNEL ITEMS

- Personnel Director's Report – *Information; Discussion*
- Revision of Personnel Commission Rules Article 6 Section 6.50- First Reading – *Information; Discussion*
- Interpretation of Personnel Commission Rules Articles 5 and 6 as they pertain to Voluntary Demotion and Request for Transfer Employees Interviewing for Vacant Positions- *Information; Discussion*
- Clarification on Limited Term Assignment's Effect on a Candidate's Eligibility List Expiration Date per Personnel Commission Rules Article 5, Section 10 and Article 6, Section 30 - *Information; Discussion*

GENERAL ITEMS

- 2021-2022 Budget Status – *Information; Discussion*
- 2022-2023 Budget Status – *Information; Discussion*

INFORMATION

- Calendar of Personnel Commission Meetings – *Information*
- Job Opportunities – *Information*

ITEMS FOR FUTURE CONSIDERATION

ADJOURNMENT

Ginan Henson, Director of Classified Personnel Services

Dated : September 9, 2022

Pursuant to Government Code Section 54957.5, any document, that is public record, and relates to an open session agenda item of a regular meeting of the PC, is available for public review at the Educational Service Center, Classified Personnel Services, 101 W. Cochran Street, Simi Valley, CA 93065.

Simi Valley Unified School District accommodates individuals with disabilities. Forty-eight (48) hours advance notice is required to meet special needs for public meetings. Upon written request, materials in alternative formats will be provided for individuals with disabilities. Please contact Classified Personnel Services, 805.306.4500, ext. 4062.

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION – REGULAR MEETING
MINUTES

Board Room
101 W. Cochran St.
Simi Valley, CA 93065

July 13, 2022
5:00 P.M.
Meeting # 896

Personnel Commission Members	Arrived
Sandy Handin, Chairperson	5:00 P.M.
Kathleen Hobiger, Vice Chairperson	5:00 P.M.
Lori Rhoades, Member	5:00 P.M.

Staff Members	
Ginan Henson, Director, Classified Personnel Services	5:00 P.M
Irma Flynn, Senior Administrative Assistant	5:00 P.M.

The meeting was called to order at 5:00 P.M. by Sandy Handin, Chairperson. **Call to Order**

The flag salute was led by Ms. Handin. **Flag Salute**

Agenda

On a motion by Ms. Rhodes, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Agenda, as presented. Motion #22.0713.1
Vote 3-0; Aye- Handin, Hobiger and Rhoades; No-None; Abstained-None; Absent-None.

Consent Agenda

On a motion by Ms. Rhodes, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Consent Agenda, as presented. Motion #22.0713.2
Vote 3-0; Aye- Handin, Hobiger,and Rhoades; No-None; Abstained-None; Absent-None.

Minutes

On a motion by Ms. Hobiger, seconded by Ms. Rhodes and carried, the Personnel Commission approved the Minutes of the Regular Meeting of June 8, 2022, as presented. Motion #22.0713.3
Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.

Ms. Hobiger mentioned the passing of Beverly Zeller, former Library Clerk II at Royal High School. Commission Comments

No comments. Public Comments

Personnel Items

Ms. Henson reported that the Universal Transitional Kindergarten program created 22 Paraeducator, General Education positions. There were 6 vacancies still remaining (3 new positions in addition to the 3 vacancies). The recruitment process had yielded 9 new hires and some movement between classifications where employees took positions to join the UTK program. This lead to reopening recruitment for School Services Assistant II, Paraeducator, Spanish, Paraeducator I, Campus Supervisor classifications. Classified Personnel Department is currently processing new hires as substitutes so there will not be 40 employees coming in on the same day right before the start of the new school year that need to do orientation. Hiring signs have been ordered so we can have people start applying. Ms. Henson informed the Personnel Commission that one of the HR Assistant II's will be resigning at the end of the week. She also mentioned that the draft for Paraeducator Coordinator position was finished and a meeting with the Assistant Superintendent of Student Support Services was being scheduled. Director's Report

On a motion by Ms. Rhodes, seconded by Ms. Hobiger and carried, the Personnel Commission approved the Revision the Personnel Commission Rules Article 6 Section 6.60.1 C, as presented. Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.	Revision of Personnel Commission Rules Article 6 Section 6.60.1 C- Final Reading Motion #22.0713.4
On a motion by Ms. Hobiger, seconded by Ms. Rhodes and carried, the Personnel Commission approved the Realignment of Clerical Family Salary Structure, as presented. Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None.	Realignment of Clerical Family Salary Structure Motion #22.0713.5
The Commission met in Closed Session at 5:23p.m., in accordance with provisions in Government Code Section 54957, Public Employment Matters: Consider an Appointment of Senior Accounting Technician and Public Employment Matters-Consider an Appointment of Director, Information Technology. The Commission returned to Open Session at 6:16pm. Public Employment Matters: Consider an Appointment of Senior Accounting Technician. No action was taken in Closed Session. Public Employment Matters-Consider an Appointment of Director, Information Technology. No action was taken in Closed Session.	**Closed Session**
The 2021-2022 Budget was reviewed and discussed.	**General Items** 2021-2022 Budget Status
Future Commission meeting dates were announced: August 17, 2022 …... September 14, 2022..... October 19, 2022…….5:00 p.m. Board Room	**Information** Meeting Dates
Job Opportunities were announced for: Accounting Assistant II, Administrative Services Assistant II, Cafeteria Services Specialist, School Office Manager I, Senior Accountant, Transitional Assistant.	Job Opportunities
Personnel Commission requested that the Classified Personnel Department look into renaming Transitional Assistant classification. It was decided that there will not be a special meeting scheduled. Ms. Henson mentioned that the duties of the upcoming HR Assistant II vacancy will need to be discussed at a future meeting.	**Future Consideration**
On a motion by Ms. Rhoades, seconded by Ms. Hobiger and carried, the Personnel Commission adjourned the meeting at 6:26 p.m. Vote 3-0; Aye- Handin, Hobiger, and Rhoades; No-None; Abstained-None; Absent-None,	**Adjournment** Motion #22.0713.6

Sandy Handin, Chairperson

Kathleen Hobiger, Vice Chairperson

Lori Rhoades, Member

Simi Valley Unified School District Personnel Commission

Current Classified Recruitments as of 9-9-2022

Classification Title	Number of Vacancies	Vacancy Locations	Open Date	Closing Date	Type of Exam	T&E Completed By	Test Date	Structured Interview Date	Eligibility List Established By	Comments
Bus Driver	1	Student Safety & Transit	Continuous	One week prior to test date	Structured Interview	N/A	N/A	TBD	TBD	
Cafeteria Assistant	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Cafeteria Services Specialist	2	Various	5/25/2022	9/19/2022	Multiple Choice Test; Structured Interview	N/A	Week of 9/30/2022	Week of 10/3/2022	10/10/2022	
Certified Educational Sign Language Interpreter	1	Mountain View	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Community Liaison	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Cosmetology School Assistant	2	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	Week of 9/30/2022	Week of 10/3/2022	10/10/2022	Processing Provisional Substitutes
Custodian	2	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	Processing Provisional Substitutes
Elementary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Groundskeeper	1	Royal HS	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Instructional Support Specialist, IBI	2	Various	Continuous	One week prior to test date	Structured Interview	N/A	TBD	Week of 8/29/2022	Ongoing	
Machine Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	N/A	TBD	TBD	
Paraeducator	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	Week of 9/20/2022	TBD	Ongoing	
Paraeducator Spanish	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	Processing Provisional Substitutes
Paraeducator - Visually Impaired	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	TBD	
Paraeducator I, Special Education	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Monthly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Paraeducator II, Special Education	0	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	Monthly (approx)	TBD	Ongoing	Processing Substitutes
Paraeducator, Deaf or Hard of Hearing	0	Student Support Services	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview	N/A	TBD	TBD	Ongoing	Processing Substitutes
Passenger Vehicle Driver	1	Student Safety & Transit	Continuous	One week prior to the structured interview	Structured Interview	N/A	N/A	TBD	TBD	
School Services Assistant I	2	Various	Continuous	One week prior to test date	Multiple Choice Test; Structured Interview; Online Computer Applications Test	N/A	TBD	TBD	Ongoing	
Secondary Campus Supervisor	Multiple	Various	Continuous	One week prior to test date	Multiple Choice Test	N/A	Bi-Weekly (approx)	N/A	Ongoing	Processing Provisional Substitutes
Welding Program Shop Assistant	1	SICE	Continuous	One week prior to test date	Structured Interview	N/A	TBD	TBD	TBD	

Upcoming Recruitments

Classification	Location
NONE	

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2021-2022 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 9/8/2022		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2021-2022 Approved Budget**	**Revised Budget**	**County Approved Budget***	**Encumbered**	**Expensed**	**County Approved Budget Balance**
530-0RET	**RETIREE BENS**						
(166928) 010-3702-0000-0-0000-7490-165-530-0RET-0	OPEB CLAS, UNDISTRIB,UNRES		1,000.00			1,600.00	1,600.00-
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un	2,400.00	2,400.00	2,400.00		897.30	1,502.70
		2,400.00	**3,400.00**	**2,400.00**	**0.00**	**2,497.30**	**-97.30**
530-0257	**PERSONNEL COMISSIONERS SALARIES**						
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	2,700.00	2,700.00		2,600.00	100.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0							.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	207.00	189.00	207.00		90.50	116.50
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	30,653.00	22,969.00	22,000.00		22,968.72	968.72-
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	34.00	22.00	36.00		13.00	23.00
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	75.00	89.00	84.00		71.60	12.40
Total for Optional 0257		**33,669.00**	**25,969.00**	**25,027.00**	**.00**	**25,743.82**	**716.82-**
530-0270	**PERSONNEL COMISSION STAFF OT**						
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT	2,049.00	2,090.00	2,049.00		1,429.95	619.05
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR		24.00			32.53	32.53-
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	157.00	160.00	157.00		109.41	47.59
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	26.00	11.00	26.00		7.12	18.88
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	57.00	58.00	57.00		39.31	17.69
Total for Optional 0270		**2,289.00**	**2,343.00**	**2,289.00**	**.00**	**1,618.32**	**670.68**
530-0271	**OFFICE SUPPLIES**						
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	1,200.00	1,200.00	1,200.00	0.00	1,111.63	88.37
Total for Optional 0271		**1,200.00**	**1,200.00**	**1,200.00**	**.00**	**1,111.63**	**88.37**
530-0276	**CONTRACTED PERSONNEL SERVICES**						
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	2,500.00	5,050.00	2,500.00		5,090.00	2,590.00-
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	18,699.00	18,699.00	18,699.00		17,170.81	1,528.19
Total for Optional 0276		**21,199.00**	**23,749.00**	**21,199.00**	**.00**	**22,260.81**	**1,061.81-**
530-0278	**STAFF MILEAGE**						
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	160.00	340.00	160.00		239.05	79.05-
Total for Optional 0278		**160.00**	**340.00**	**160.00**	**.00**	**239.05**	**79.05-**
530-0279	**ADVERTISING**						
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	1,767.00	2,267.00	1,767.00		1,309.83	457.17
Total for Optional 0279		**1,767.00**	**2,267.00**	**1,767.00**	**.00**	**1,309.83**	**457.17**
530-0284	**DUES & MEMBERSHIP**						
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,007.00	3,007.00	3,007.00		1,340.00	1,667.00

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2021-2022 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 9/8/2022		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2021-2022 Approved Budget**	**Revised Budget**	**County Approved Budget***	**Encumbered**	**Expensed**	**County Approved Budget Balance**
Total for Optional 0284		**3,007.00**	**3,007.00**	**3,007.00**	**.00**	**1,340.00**	**1,667.00**
530-0286	**EQUIPMENT > $500**						
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	1,266.00	1,266.00	1,266.00		143.51	1,122.49
Total for Optional 0286		**1,266.00**	**1,266.00**	**1,266.00**	**.00**	**143.51**	**1,122.49**
530-0669	**TRAVEL & CONFERENCE**						
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	2,500.00	7,000.00	2,500.00		5,948.54	3,448.54-
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,500.00	3,000.00	2,500.00	0.00	828.00	1,672.00
Total for Optional 0669		**5,000.00**	**10,000.00**	**5,000.00**	**.00**	**6,776.54**	**1,776.54-**
530-0BV5	**POSTAGE**						
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	500.00	500.00			500.00
Total for Optional 0BV5		**500.00**	**500.00**	**500.00**	**.00**	**.00**	**500.00**
530-0DER	**CONSULTANTS**						
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	3,834.00	6,484.00			6,484.00
Total for Optional 0DER and Expense accounts		**6,484.00**	**3,834.00**	**6,484.00**	**.00**	**.00**	**6,484.00**
530-0E92	**DIRECTOR'S SALARY**						
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI	137,736.00	110,706.00	137,736.00		110,417.79	27,318.21
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN		9,433.00			9,620.99	9,620.99-
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	1.00	27,769.00	13,375.00		21,989.42	8,614.42-
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR		9,003.00	4,437.00		9,159.98	4,722.98-
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	25,340.00	24,234.00	25,340.00		24,233.88	1,106.12
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	1.00	515.00	1,671.00		526.50	1,144.50
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,		3,245.00	3,700.00		3,301.08	398.92
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	120.00	87.00	110.00		87.16	22.84
		163,198.00	**184,992.00**	**186,369.00**	**.00**	**179,336.80**	**7,032.20**
530-0MWW	**EMPLOYEE RECOGNITION**						
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-0	MATLS/SUPPS	212.00	212.00	212.00			212.00
Total for Optional 0MWW		**212.00**	**212.00**	**212.00**	**.00**	**.00**	**212.00**
530-0N55	**PRINTING & XEROX USAGE**						
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP	750.00	650.00	750.00		184.00	566.00
Total for Optional 0N55		**750.00**	**650.00**	**750.00**	**.00**	**184.00**	**566.00**
530-0RFN	**ATTORNEY FEES**						
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	45,420.00	50,000.00	0.00	859.50	49,140.50
Total for Optional 0RFN		**50,000.00**	**45,420.00**	**50,000.00**	**.00**	**859.50**	**49,140.50**
530-0W95	**INTERVIEW PANEL EXPENSES**						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	590.00	590.00	590.00		423.07	166.93

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2021-2022 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 9/8/2022		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2021-2022 Approved Budget**	**Revised Budget**	**County Approved Budget***	**Encumbered**	**Expensed**	**County Approved Budget Balance**
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,000.00	2,000.00	2,000.00	0.00	1,409.59	590.41
Total for Optional 0W95		**2,590.00**	**2,590.00**	**2,590.00**	**.00**	**1,832.66**	**757.34**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**						
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	69,198.00	138,412.00	134,649.00		144,809.84	10,160.84-
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	30,537.00	31,708.00	45,677.00		32,953.90	12,723.10
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,197.00	10,619.00	15,274.00		11,027.66	4,246.34
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	48,850.00	35,103.00	19,472.00		34,897.50	15,425.50-
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	1,640.00	694.00	1,640.00		716.03	923.97
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,666.00	3,821.00	3,666.00		3,982.29	316.29-
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	340.00	250.00	250.00		220.00	30.00
Total for Optional 0242 and Expense accounts		**164,428.00**	**220,607.00**	**220,628.00**	**0.00**	**228,607.22**	**7,979.22-**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**						
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	58,959.00	42,137.00	55,829.00		42,060.35	13,768.65
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	13,508.00	9,654.00	16,144.00		9,636.01	6,507.99
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,511.00	6,149.00	5,399.00		3,210.52	2,188.48
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	13,052.00	13,052.00	13,052.00		8,152.89	4,899.11
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	726.00	682.00	726.00		209.80	516.20
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,622.00	1,159.00	1,652.00		1,156.74	495.26
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	180.00	120.00	180.00		120.00	60.00
Total for Optional 0353 and Expense accounts		**92,558.00**	**72,953.00**	**92,982.00**	**.00**	**64,546.31**	**28,435.69**
TOTAL		**552,677.00**	**605,299.00**	**623,830.00**	**0.00**	**538,407.30**	**85,422.70**

SVUSD Classified Personnel Services							
PERSONNEL COMMISION REPORT							
2022-2023 P.C. BUDGET							
530 Accounts							
					Current Budget Status as of 8/31/2022		
(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2022-2023 Approved Budget**	**Revised Budget**	**County Approved Budget***	**Encumbered**	**Expensed**	**County Approved Budget Balance**
530-0RET	**RETIREE BENS**						
(166928) 010-3702-0000-0-0000-7490-165-530-0RET-0	OPEB CLAS, UNDISTRIB,UNRES	4,800.00	4,800.00			400.00	400.00-
(176766) 010-3902-0000-0-0000-7490-165-530-0RET-0	OTH BENS Cls, Undistrib, Un	2,400.00	2,400.00	2,400.00		0.00	2,400.00
Total for Optional 0RET		**7,200.00**	**7,200.00**	**2,400.00**	**0.00**	**400.00**	**2,000.00**
530-0257	**PERSONNEL COMISSIONERS SALARIES**						
(084564) 010-2302-0000-0-0000-7490-165-530-0257-0	Cls Supv HR	2,700.00	2,700.00	2,700.00		150.00	2,550.00
(111818) 010-3202-0000-0-0000-7490-165-530-0257-0		685.00	685.00				.00
(087481) 010-3302-0000-0-0000-7490-165-530-0257-0	OASDI/Clas	167.00	167.00	207.00		5.29	201.71
(089153) 010-3402-0000-0-0000-7490-165-530-0257-0	H&W Clas	24,481.00	24,481.00	23,396.00		3,940.74	19,455.26
(090825) 010-3502-0000-0-0000-7490-165-530-0257-0	SUI Clas	14.00	14.00	14.00		.75	13.25
(092497) 010-3602-0000-0-0000-7490-165-530-0257-0	WrkComp Clas	74.00	74.00	75.00		4.14	70.86
Total for Optional 0257		**28,121.00**	**28,121.00**	**26,392.00**	**.00**	**4,100.92**	**22,291.08**
530-0270	**PERSONNEL COMISSION STAFF OT**						
(084798) 010-2403-0000-0-0000-7490-165-530-0270-0	Off Sal OT	2,049.00	2,049.00	2,049.00			2,049.00
(111819) 010-3202-0000-0-0000-7490-165-530-0270-0	PERS/CLAS, UNDISTRIB/ UNR	520.00	520.00	519.00			519.00
(087482) 010-3302-0000-0-0000-7490-165-530-0270-0	OASDI/Clas	127.00	127.00	157.00			157.00
(090826) 010-3502-0000-0-0000-7490-165-530-0270-0	SUI Class	10.00	10.00	10.00			10.00
(092498) 010-3602-0000-0-0000-7490-165-530-0270-0	WrkComp Clas	56.00	56.00	56.00			56.00
Total for Optional 0270		**2,762.00**	**2,762.00**	**2,791.00**	**.00**	**.00**	**2,791.00**
530-0271	**OFFICE SUPPLIES**						
(095154) 010-4300-0000-0-0000-7490-165-530-0271-0	MATLS/SUPPS (includes equip <$500)	1,200.00	1,200.00	1,200.00	0.00		1,200.00
Total for Optional 0271		**1,200.00**	**1,200.00**	**1,200.00**	**.00**	**.00**	**1,200.00**
530-0276	**CONTRACTED PERSONNEL SERVICES**						
(096913) 010-5800-0000-0-0000-7490-165-530-0276-0	PROF SRV	5,250.00	5,250.00	5,250.00		2,500.00	2,750.00
(146152) 010-5897-0000-0-0000-7490-165-530-0276-0	ROYALTY/LICENSE	18,699.00	18,699.00	18,699.00		18,286.91	412.09
Total for Optional 0276		**23,949.00**	**23,949.00**	**23,949.00**	**.00**	**20,786.91**	**3,162.09**
530-0278	**STAFF MILEAGE**						
(096542) 010-5200-0000-0-0000-7490-165-530-0278-0	TRAVEL/CONF	240.00	240.00	240.00			240.00
Total for Optional 0278		**240.00**	**240.00**	**240.00**	**.00**	**.00**	**240.00**
530-0279	**ADVERTISING**						
(096914) 010-5800-0000-0-0000-7490-165-530-0279-0	PROF SRV	3,000.00	3,000.00	3,000.00		1,498.68	1,501.32
Total for Optional 0279		**3,000.00**	**3,000.00**	**3,000.00**	**.00**	**1,498.68**	**1,501.32**
530-0284	**DUES & MEMBERSHIP**						
(096696) 010-5300-0000-0-0000-7490-165-530-0284-0	DUES/MEMB	3,500.00	3,500.00	3500		1,200.00	2,300.00

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(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2022-2023 Approved Budget**	**Revised Budget**	**County Approved Budget***	**Encumbered**	**Expensed**	**County Approved Budget Balance**
Total for Optional 0284		**3,500.00**	**3,500.00**	3,500.00	**.00**	**1,200.00**	**2,300.00**
530-0286	**EQUIPMENT > $500**						
(105916) 010-4300-0000-0-0000-7490-165-530-0286-0	MATLS/SUPP	3,066.00	3,066.00	3066			3,066.00
Total for Optional 0286		**3,066.00**	**3,066.00**	3,066.00	**.00**	**.00**	**3,066.00**
530-0669	**TRAVEL & CONFERENCE**						
(096544) 010-5200-0000-0-0000-7490-165-530-0669-0	TRAVEL/CONF	10,000.00	10,000.00	10000		300.00	9,700.00
(188580) 010-5800-0000-0-0000-7490-165-530-0669-0	PROF SRV,UNDISTRIB,UNREST	2,000.00	2,000.00	2,000.00			2,000.00
Total for Optional 0669		**12,000.00**	**12,000.00**	**12,000.00**	**.00**	**300.00**	**11,700.00**
530-0BV5	**POSTAGE**						
(100280) 010-5710-0000-0-0000-7490-165-530-0BV5-0	DIR COST TFRS, UNDISTRIB,	500.00	500.00	500			500.00
Total for Optional 0BV5		**500.00**	**500.00**	**500.00**	**.00**	**.00**	**500.00**
530-0DER	**CONSULTANTS**						
(096916) 010-5800-0000-0-0000-7490-165-530-0DER-0	PROF SRV, UNDISTRIB, UNRE	6,484.00	6,484.00	6484			6,484.00
Total for Optional 0DER and Expense accounts		**6,484.00**	**6,484.00**	6,484.00	**.00**	**.00**	**6,484.00**
530-0E92	**DIRECTOR'S SALARY**						
(084552) 010-2301-0000-0-0000-7490-165-530-0E92-0	CLS SUPV/ADM MO, UNDISTRI	118,085.00	118,085.00	122720		18,937.94	103,782.06
(190845) 010-2305-0000-0-0000-7490-165-530-0E92-0	CLS SUPB SUB, UNDISTRIB, UN						.00
(111823) 010-3202-0000-0-0000-7490-165-530-0E92-0	PERS/CLAS, UNDISTRIB, UNR	29,958.00	29,958.00	31,134.00		4,804.56	26,329.44
(087486) 010-3302-0000-0-0000-7490-165-530-0E92-0	OASDI/CLS, UNDISTRIB, UNR	9,018.00	9,018.00	9,388.00		1,448.76	7,939.24
(089158) 010-3402-0000-0-0000-7490-165-530-0E92-0	H&W CLASS, UNDISTRIB, UNR	28,909.00	28,909.00	27,820.00		4,636.66	23,183.34
(090830) 010-3502-0000-0-0000-7490-165-530-0E92-0	SUI CLASS, UNDISTRIB, UNR	589.00	589.00	614.00		94.68	519.32
(092502) 010-3602-0000-0-0000-7490-165-530-0E92-0	WRK COMP CLS, UNDISTRIB,	3,247.00	3,247.00	3,375.00		520.80	2,854.20
(133554) 010-3752-0000-0-0000-7490-165-530-0E92-0	OPEB CLAS, UNDISTRIB, UNR	100.00	100.00	120.00			120.00
Total for Optional 0E92		**189,906.00**	**189,906.00**	**195,171.00**	**.00**	**30,443.40**	**164,727.60**
530-0MWW	**EMPLOYEE RECOGNITION**						
(095157) 010-4300-0000-0-0000-7490-165-530-0MWW-0	MATLS/SUPPS	250.00	250.00	250			250.00
Total for Optional 0MWW		**250.00**	**250.00**	**250.00**	**.00**	**.00**	**250.00**
530-0N55	**PRINTING & XEROX USAGE**						
(105602) 010-5710-0000-0-0000-7490-165-530-0N55-0	PRINT SHOP	750.00	750.00	750			750.00
Total for Optional 0N55		**750.00**	**750.00**	**750.00**	**.00**	**.00**	**750.00**
530-0RFN	**ATTORNEY FEES**						
(096917) 010-5899-0000-0-0000-7490-165-530-0RFN-0	ATTY FEES	50,000.00	50,000.00	50000			50,000.00
Total for Optional 0RFN		**50,000.00**	**50,000.00**	**50,000.00**	**.00**	**.00**	**50,000.00**
530-0W95	**INTERVIEW PANEL EXPENSES**						
(105457) 010-4300-0000-0-0000-7490-165-530-0W95-0	MATLS/SUPPS	750.00	750.00	750	220.90	106.69	422.41

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(shortcut) fund-obj.-resrc-gl-func- loc-mgmt-psuedo	**Description**	**2022-2023 Approved Budget**	**Revised Budget**	**County Approved Budget***	**Encumbered**	**Expensed**	**County Approved Budget Balance**
(096918) 010-5800-0000-0-0000-7490-165-530-0W95-0	PROF SRV - CONTRACTED SERV.	2,500.00	2,500.00	2,500.00	55.09	35.10	2,409.81
Total for Optional 0W95		**3,250.00**	**3,250.00**	**3,250.00**	**275.99**	**141.79**	**2,832.22**
530 - 0242	**CONFIDENTIAL PC STAFF SALARIES**						
(084651) 010-2401-0000-0-0000-7490-165-530-0242-0	Off Sal Mo	138,259.00	138,259.00	143831		22,545.90	121,285.10
(111821) 010-3202-0000-0-0000-7490-165-530-0242-0	PERS/Clas	35,076.00	35,076.00	36,490.00		5,719.90	30,770.10
(087484) 010-3302-0000-0-0000-7490-165-530-0242-0	OASDI/Clas	10,395.00	10,395.00	11,003.00		1,720.00	9,283.00
(089156) 010-3402-0000-0-0000-7490-165-530-0242-0	H&W Clas	38,498.00	38,498.00	55,640.00		6,234.82	49,405.18
(090828) 010-3502-0000-0-0000-7490-165-530-0242-0	SUI Clas	679.00	679.00	719.00		112.42	606.58
(092500) 010-3602-0000-0-0000-7490-165-530-0242-0	Wrk Comp Clas	3,802.00	3,802.00	3,955.00		620.02	3,334.98
(133552) 010-3752-0000-0-0000-7490-165-530-0242-0	OPEB Clas (Oth Post Empl Benefits)	200.00	200.00	240.00			240.00
Total for Optional 0242 and Expense accounts		**226,909.00**	**226,909.00**	**251,878.00**	**0.00**	**36,953.06**	**214,924.94**
530-0353	**NON-CONFIDENTIAL PC STAFF SALARIES**						
(084652) 010-2401-0000-0-0000-7490-165-530-0353-0	OFF SAL MO, UNDISTRIB, UN	60,386.00	60,386.00	61981		5,508.90	56,472.10
(111822) 010-3202-0000-0-0000-7490-165-530-0353-0	PERS/CLAS, UNDISTRIB, UNR	15,320.00	15,320.00	15,725.00		1,285.64	14,439.36
(087485) 010-3302-0000-0-0000-7490-165-530-0353-0	OASDI/CLS, UNDISTRIB, UNR	4,619.00	4,619.00	4,742.00		421.46	4,320.54
(089157) 010-3402-0000-0-0000-7490-165-530-0353-0	H&W CLASS, UNDISTRIB, UNR	15,758.00	15,758.00	17,224.00		1,664.59	15,559.41
(090829) 010-3502-0000-0-0000-7490-165-530-0353-0	SUI CLASS, UNDISTRIB, UNR	302.00	302.00	310.00		25.35	284.65
(092501) 010-3602-0000-0-0000-7490-165-530-0353-0	WRK COMP CLS, UNDISTRIB,	1,661.00	1,661.00	1,704.00		151.50	1,552.50
(133553) 010 3702 0000-0-0000-7490-165-530-0353-0	OPEB CLAS, UNDISTRIB, UNRES	150.00	150.00	180.00			180.00
Total for Optional 0353 and Expense accounts		**98,196.00**	**98,196.00**	**101,866.00**	**.00**	**9,057.44**	**92,808.56**
TOTAL		**661,283.00**	**661,283.00**	**688,687.00**	**275.99**	**104,882.20**	**583,528.81**

SIMI VALLEY UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
REVISION OF PERSONNEL COMMISSION ARTICLE 6

EXPLANATION:

Request has been made to the Personnel Commission by the Classified Personnel Services and Fiscal Services departments for clarification on the pay rates of employees returning to perform substitute assignments after retiring from the SVUSD and CalPERS. Due to the current talent shortage we are relying on the use of former SVUSD retirees to sub in vacancies and for absences. We also have needed to recall them for limited term assignments to train new employees or to help with unique projects that require an employee to step in with little to no training at a very short notice. It is only right to pay these employees for the experience and expertise they provide. If we are to continue to ask for their assistance we need to be sure we are not insulting them by asking them to work for the same rate as a substitute with less experience in their field.

6.50 RETIREMENT (Ed Code 45134)

6.50.1 Employment of PERS Retirees (Ed Code 45135) (Gov Code Section 21150 et seq)

A. Any person receiving a retirement allowance from the Public Employee's Retirement System may be employed for up to 960 hours per calendar year. ~~in accordance with the provisions of Article 5 (Commencing with Section 21150) of Chapter 8 of Part 5 of Division 5 of Title 2 of the Government Code.~~

B. The retired person must be informed that the employment is restricted to 960 hours in any calendar year and continuance in employment is at the discretion of the District.

6.50.2 Compensation of PERS Retirees (Ed Code 45260 and 45261)

A. A retired employee under authority of this rule shall be entitled only to the appropriate salary earned including overtime compensation.

B. Retired employees appointed to positions in their last permanent classification shall be placed on the same step of the salary range they were on at the time of retirement. Retired personnel appointed to positions in any other classification shall be placed on the step of the range closest to the salary rate assigned to the range and step the retiree was on at the time of retirement.

EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001] *(Title 2 enacted by Stats. 1976, Ch. 1010.)*

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500] *(Division 3 enacted by Stats. 1976, Ch. 1010.)*

PART 25. EMPLOYEES [44000 - 45500] *(Part 25 enacted by Stats. 1976, Ch. 1010.)*

CHAPTER 5. Classified Employees [45100 - 45500] *(Chapter 5 enacted by Stats. 1976, Ch. 1010.)*

ARTICLE 1. Employment [45100 - 45139] *(Article 1 enacted by Stats. 1976, Ch. 1010.)*

45134. (a) Notwithstanding any other provisions of law, no minimum or maximum age limits shall be established for the employment or continuance in employment of persons as part of the classified service.

(b) Any person possessing all of the minimum qualifications for any employment shall be eligible for appointment to that employment, and no rule or policy, either written or unwritten, heretofore or hereafter adopted, shall prohibit the employment or continued employment, solely because of the age of any person in any school employment who is otherwise qualified.

(c) No person shall be employed in school employment while he or she is receiving a retirement allowance under any retirement system by reason of prior school employment, except that a person may be hired:

(1) Pursuant to Article 8 (commencing with Section 21220) of Chapter 12 of Part 3 of Division 5 of Title 2 of the Government Code.

(2) As an aide in one of the following circumstances:

(A) An aide is needed in a class with a high pupil-teacher ratio.

(B) An aide is needed to provide one-on-one instruction in remedial classes or for underprivileged students.

A person working as an aide pursuant to this subdivision shall not receive service credits for purposes of the State Teachers' Retirement System.

(d) The provisions of subdivision (c) shall be inapplicable to persons who were employed in the classified service of any school district as of September 18, 1959, and who are still in the employ of the same district on the effective date of this subdivision, and the rights of those persons shall be fixed and determined as of September 18, 1959, and no such person shall be deprived of any right to any retirement allowance or eligibility for any such allowance to which he or she would have been entitled as of that date. Any such person who, by reason of any provision of law to the contrary, has been deprived of any right to retirement allowance or eligibility for such an allowance, shall, upon the filing of application therefor, be reinstated to such rights as he or she would have had had this subdivision been in effect on September 18, 1959.

(e) This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

(Amended by Stats. 2005, Ch. 351, Sec. 40. Effective January 1, 2006.)

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001] *(Title 2 enacted by Stats. 1976, Ch. 1010.)*

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500] *(Division 3 enacted by Stats. 1976, Ch. 1010.)*

PART 25. EMPLOYEES [44000 - 45500] *(Part 25 enacted by Stats. 1976, Ch. 1010.)*

CHAPTER 5. Classified Employees [45100 - 45500] *(Chapter 5 enacted by Stats. 1976, Ch. 1010.)*

ARTICLE 1. Employment [45100 - 45139] *(Article 1 enacted by Stats. 1976, Ch. 1010.)*

45135. Notwithstanding the provisions of subdivision (c) of Section 45134, a retired classified school employee may be employed by a school district, but only in accordance with the provisions of Article 5 (commencing with Section 21150) of Chapter 8 of Part 3 of Division 5 of Title 2 of the Government Code.

This section shall apply to districts that have adopted the merit system in the same manner and effect as if it were a part of Article 6 (commencing with Section 45240) of this chapter.

(Enacted by Stats. 1976, Ch. 1010.)

EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001] *(Title 2 enacted by Stats. 1976, Ch. 1010.)*

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500] *(Division 3 enacted by Stats. 1976, Ch. 1010.)*

PART 25. EMPLOYEES [44000 - 45500] *(Part 25 enacted by Stats. 1976, Ch. 1010.)*

CHAPTER 5. Classified Employees [45100 - 45500] *(Chapter 5 enacted by Stats. 1976, Ch. 1010.)*

ARTICLE 6. Merit System [45240 - 45320] *(Article 6 enacted by Stats. 1976, Ch. 1010.)*

45260. (a) The commission shall prescribe, 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 not apply to bargaining unit members if the subject matter is within the scope of representation, as defined in Section 3543.2 of the Government Code, and is included in a negotiated agreement between the governing board and that unit. The rules shall be binding upon the governing board, but shall not restrict the authority of the governing board provided pursuant to other sections of this code.

(b) No rule or amendment which would affect classified employees who are represented by a certified or recognized exclusive bargaining representative shall be adopted by the commission until the exclusive bargaining representative and the public school employer of the classified employees who would be affected have been given reasonable notice of the proposal.

(Amended (as amended by Stats. 1982, Ch. 1514, Sec. 1) by Stats. 1984, Ch. 521, Sec. 6.)

EDUCATION CODE - EDC

TITLE 2. ELEMENTARY AND SECONDARY EDUCATION [33000 - 65001] *(Title 2 enacted by Stats. 1976, Ch. 1010.)*

DIVISION 3. LOCAL ADMINISTRATION [35000 - 45500] *(Division 3 enacted by Stats. 1976, Ch. 1010.)*

PART 25. EMPLOYEES [44000 - 45500] *(Part 25 enacted by Stats. 1976, Ch. 1010.)*

CHAPTER 5. Classified Employees [45100 - 45500] *(Chapter 5 enacted by Stats. 1976, Ch. 1010.)*

ARTICLE 6. Merit System [45240 - 45320] *(Article 6 enacted by Stats. 1976, Ch. 1010.)*

45261. (a) The rules shall provide for the procedures to be followed by the governing board as they pertain to the classified service regarding applications, examinations, eligibility, appointments, promotions, demotions, transfers, dismissals, resignations, layoffs, reemployment, vacations, leaves of absence, compensation within classification, job analyses and specifications, performance evaluations, public advertisement of examinations, rejection of unfit applicants without competition, and any other matters necessary to carry out the provisions and purposes of this article.

(b) With respect to those matters set forth in subdivision (a) which are a subject of negotiation under the provisions of Section 3543.2 of the Government Code, such rules as apply to each bargaining unit shall be in accordance with the negotiated agreement, if any, between the exclusive representative for that unit and the public school employer.

(Amended by Stats. 1977, Ch. 1014.)

Section III

C. Interpretation of Personnel Commission Rules Articles 5 and 6 as they pertain to Voluntary Demotion and Request for Transfer Employees Interviewing for Vacant Positions

MERIT

6.20 CHANGES IN POSITION AND CLASS

6.20.1 Transfer

A. A permanent employee may be transferred at his request or for the good of the service from one position to another in the same classification at the discretion of the department head(s) involved, provided that such action shall not be taken for punitive or preferential reasons. If more than one transfer request has been made for the same position, preference should be given to seniority, subject to other conditions being equal.

B. A permanent employee may be transferred to a position in a related classification on the same salary schedule. Such transfers shall be made only with the approval of the Commission and/or Personnel Director.

1. An employee may transfer from a position designated as confidential to a position not designated confidential in a comparable classification.

2. An employee may transfer from a position not designated confidential to a position designated confidential in a comparable classification, and with the consent of the appointing authority.

C. Transfer shall not change the employee's salary rate, anniversary date, accumulated illness leave, and accumulated vacation credit, or in any other manner that would reflect adversely upon the rights of the employee, as provided in the law and these rules. No salary change shall be deemed to occur if the transfer results in termination of a differential authorized under these rules.

1. An employee transferring into a comparable classification from confidential to non-confidential or vice versa shall remain on the same salary step which the employee occupied in the original classification.

D. The Personnel Commission and/or Personnel Director shall determine whether classifications are sufficiently related to permit transfer between them. It shall consider similarity of duties, minimum qualifications, examination content, job category, and promotional field (above and below). In general, more latitude in transfers is permitted:

1. As the employee's seniority in the classified service increases.

2. When the transfer request is based on reclassification, impending lay-off, or for reasons of health.

3. When the employee meets the minimum requirements for the classification.

E. An employee desiring to transfer must file a Request for Transfer in the Classified Personnel Office. Requests for Transfers will be held on file for the current fiscal year only. A new Request for Transfer must be filed each fiscal year.

F. A Request for Transfer will only be considered prior to scheduling of selection interviews.

G. A permanent employee who transfers to a position in a classification in which s/he has not previously completed a probationary period shall be considered probationary in that classification for a period of six months. At any time during the probationary period, s/he may be returned (transferred) to his former classification without right of appeal, or shall be returned to an applicable reemployment list if the employee was appointed to the new classification as a result of rights described in Education Code section 45298.

H. Transfers shall have the following effects on seniority:

1. Within the same classification - none.

2. From one classification to another - the employee shall not receive seniority credit in the new classification for service in other classifications; however, s/he shall retain credit earned in other classifications as seniority in the classified service.

I. Transfer shall not be used as a means to alter the sequence of impending lay-off, although employees whose positions are to be eliminated may transfer to other classifications as this rule provides:

J. Reasons for any transfer which is not voluntary shall be discussed with the employee by his/her immediate supervisor.

6.20.2 Demotions

A. A permanent employee may request voluntary demotion to a classification with a lower maximum salary rate. Such requests require the approval of his department head and that of the head of the department to which he is to be assigned, and with the approval of the Personnel Commission and/or Personnel Director.

B. Voluntary demotion is a privilege available to a probationary employee only in cases when he would otherwise be laid off for lack of work or lack of funds.

C. A permanent employee may be voluntarily demoted to a lower classification provided:

1. The employee previously served satisfactorily in a regular status in the lower classification; or the employee meets the minimum qualifications and passes the qualifying examination for the lower classification.

2. There is a vacant position in the lower classification and the employee is accepted by the appointing authority.

D. Involuntary demotion is a disciplinary action for cause.

5.20 CERTIFICATION FROM EMPLOYMENT LISTS

5.20.1 Order of Precedence

Names shall be certified for appointment from employment lists in the following sequence:

A. Reemployment List (one name) (Ed Code 45298)

Includes classified employees laid off for lack of work or lack of funds. Names on the reemployment list shall be in order of seniority. This list shall take precedence over all other lists.

B. Seniority Bid List

An employee desiring an increase in hours shall notify the Classified Personnel Department in writing at the beginning of each year (July 1). A seniority-bid list or lists shall be maintained for the purpose of this rule. Employees on the seniority-bid list shall accept or reject a vacant position, as defined by this rule, on the basis of placement on the list. Employees who are eligible to accept a vacant position but reject same shall not be permitted to withdraw the rejection once a proper assignment has been made. A request for an increase in hours which crosses organization lines shall be in accordance with Rule 6.20.1 Transfer.

When a permanent position becomes vacant, the top three employees on the Seniority Bid List with the most seniority in the class will be offered the opportunity for an interview for the position by the appropriate administrator. If there are not three employees on the Seniority Bid List, the appointing authority or its designee has the option of requesting additional personnel interviews from the promotional list to meet a minimum of three candidates for the position. The individual selected will be placed in the position except when there is a valid reemployment list.

C. Reinstatement (one name) (Ed Code 45309)

Permanent classified employees who have voluntarily resigned may request to be reinstated within 39 months after their last day of satisfactory paid service and without further competitive examination. Names on the reinstatement list shall be in order of seniority. The appointing authority may choose not to appoint from the reinstatement list and may request to interview eligibles from the promotional eligibility list. In the absence of a promotional list, names will be certified from the open eligibility list.

D. Promotional Eligibility List (three names) (Ed Code 45272)

Promotional eligibility lists consist of permanent classified employees who meet the minimum qualifications and who have qualified in a promotional examination. This list shall take precedence over the open eligibility list.

E. Open Eligibility List (three names) (Ed Code 45284)

Open eligibility lists consist of eligibles who meet the minimum qualifications and who have qualified in a competitive examination. This list shall be used in the absence of a promotional, reinstatement and reemployment list.

5.20.2 Dual Certification (Ed Code 45284)

When an open competitive examination and a promotional examination for a particular class are held at the same time, the Commission may, prior to the examination, authorize certification for employment of candidates from the open competitive eligibility list before the promotional eligibility list has been exhausted if the candidate on the open list has a higher score before adjustment for preferential credits than the score of the highest available candidate on the promotional list after seniority credits have been added.

5.20.3 Procedure When Fewer Than Three Names Remain

A. When fewer than three eligibles are available on the promotional list, sufficient names shall be certified from the open list to allow a choice among three eligibles.

B. When fewer than three eligibles are available for certification, the available eligibles shall be certified; however, the interviewing supervisor may choose not to appoint any of them and may request a new examination.

5.20.4 Other Sources of Eligibility

In the absence of a reemployment list for a class, a vacancy may be filled by transfer, demotion, reinstatement, reinstatement to former class after voluntary demotion, or other means provided in the rules, without regard for existence of eligibility lists.

5.20.5 Waivers of Certification

A. An eligible may, without penalty, make himself unavailable for certification to specific shifts and to part-time or full-time positions and to limited-term or permanent positions by filing a prescribed form in the Personnel Office.

B. Certification of eligibles who have made themselves unavailable shall not be made, provided that eligibles may revise or withdraw their unavailability in writing.

C. An available eligible may waive certification twice without penalty. At the time a third waiver is to be signed by an eligible, he will be informed that, upon signing the third waiver, his/her name will be removed from the eligibility list per Rule 5.10.6.

D. At the time an eligibility list is established, each eligible shall be sent a copy of Rule 5.10.6 and Rule 5.20.5.

CSEA

ARTICLE XVI

TRANSFERS

For the purposes of the Article "transfers" shall be defined as movement of a unit member from one shift or another, one location to another, or one position to another without change to one's classification.

"Reclassification" as defined by the Merit System as a change in classification that could result in the reallocation of a position to a new class or to a class at a higher, lower or equal level according to the duties and responsibilities assigned.

A permanent unit member may be transferred at their request or for the good of the service from one position to another in the same class at the discretion of the department head(s) involved, provided that such action shall not be taken for disciplinary, punitive or preferential reasons. If more than one transfer request has been made for the same position, preference should be given to seniority, subject to other conditions being equal.

A permanent unit member may be transferred to a position in a related class on the same salary schedule. Such transfers shall be made only with the approval of the Board of Education and/or Personnel Director.

A. An employee may transfer from a position designated confidential to a position not designated confidential in a comparable class.

B. A unit member may transfer from a position not designated confidential to a position designated as confidential in a comparable class.

Transfers shall not change the unit member's salary rate, anniversary date, accumulated illness leave, and accumulated vacation credit, or in any other manner that would reflect adversely upon the rights of the unit member, as provided in the law and these rules. No salary change shall be deemed to occur if the transfer results in termination of a differential authorized under these rules.

A unit member transferring into a comparable class from confidential to non-confidential or vice versa shall remain on the same salary step which the unit member occupied in the original classification.

The Board of Education and/or Personnel Director shall determine whether classes are sufficiently related to permit transfer between them. Similarity of duties, minimum qualifications, examination, content, occupational group, and promotional field (above and below) shall be considered. In general, more latitude in transfers is permitted:

A. As the unit member's seniority in the classified service increases.

B. When the transfer request is based on reclassification, impending layoff, or for reasons of health.

A unit member desiring to transfer must file a Request for Transfer in the Classified Personnel Office. Requests for Transfers will be held on file for the current fiscal year only. A new Request for Transfer must be filed each fiscal year.

Qualified permanent unit members with a Request for Transfer held on file will be granted an interview along with the top three (3) ranks of the applicant pool. A permanent unit member who transfers to a position in a class in which they have not previously completed a probationary period shall be considered probationary in that class for a period of six (6) months. At any time during the probationary period, they may be returned (transferred) to their former class without right of appeal, unless such action results in layoff, demotion or reduction in hours as a permanent unit member who is demoted or dismissed.

Transfers shall have the following effects on seniority:

A. Within the same class – none.

B. From one class to another – the unit member shall not receive seniority credit in the new class for service in other classes; however, they shall retain such credit as seniority in the classified service.

A transfer shall not be used as a device to alter the sequence of impending layoff, although unit members whose positions are to be eliminated may transfer to other classes as this rule contemplates.

Involuntary transfers shall be discussed with the unit member by their immediate supervisor and/or Classified Personnel. In the event where there is an involuntary change of hours, the unit member will be notified three (3) days in advance of the change occurring. If the shift is modified three (3) or more hours, the unit member will be notified seven (7) working days prior to the change taking effect.

Section III

D.Clarification on Limited Term Assignment's Effect on a Candidate's Eligibility List Expiration Date per Personnel Commission Rules Article 5, Section 10 and Article 6, Section 30

SimiValleySchools
SIMI VALLEY UNIFIED SCHOOL DISTRICT

February 14, 2022

(Name Withheld)

(Address Withheld)

Primary Contact Phone: PrimaryContactPhone
Other Contact Phone: Other Contact Phone

Dear (Name Withheld):

We are pleased to inform you that you have PASSED ALL PHASES of the selection process for (Classification Withheld).

Your scores for this selection process are as follows:

WRITTEN: ___ x 40.000% weight
ORAL: ____ x 60.000% weight
SUB TOTAL: _____%
VETERANS PREFERENCE POINTS:
SENIORITY PREFERENCE POINTS:
TOTAL SCORE: _____ %

This score places you in rank number ___ on the merged dual eligibility list, which is in effect until **08/14/2022**.

This is not an offer of employment. When your name is reached on the eligibility list, you will be notified of the date and time of an interview for final selection. To learn more about the eligibility list and to be better prepared for a selection interview please review the Applicant Guide on our web site or review the attached document - Eligibility List and Selection Interview.

Please notify Classified Personnel Services, IN WRITING, at the address shown above, if you have a change of address (noting which list you are on). You may also submit, IN WRITING, a "waiver" if (1) You only want to work at a specific site or school; (2) You only want a specific number of hours (state the number of hours) per day; or (3) You are no longer available or interested in an interview/job. FAILURE TO APPEAR FOR A SCHEDULED SELECTION INTERVIEW MAY RESULT IN THE REMOVAL OF YOUR NAME FROM THE ELIGIBILITY LIST.

Please Note: Current law provides that an eligible person may be offered employment, but will NOT begin working until fingerprints have been returned and qualified. All job offers are subject to fingerprint clearance.
If you do not want to receive emails please click on the following : Unsubscribe from Emails

View Notice Modal has been closed.

ARTICLE 5
EMPLOYMENT LISTS

5.10 ELIGIBILITY LISTS

5.10.1 Establishment and Life of Eligibility Lists (Ed Code 45300)

A. Names of successful competitors shall be arranged on a list in order of examination score, plus additional points where applicable.

B. Eligibility lists may be established by the Commission for a period of six months so long as the six month duration of the list is noted in the announcement for the examination.

5.10.2 Termination of Eligibility Lists (Ed Code 45300)

A. An eligibility list is automatically terminated one year from the date of its approval unless extended by the Commission prior to its expiration. An eligibility list may be extended for a maximum of two additional years.

B. If an eligibility list has been authorized for a six month period, it is automatically terminated six months from the date of its approval unless extended by the Commission prior to its expiration.

C. An eligibility list is automatically terminated when no eligibles remain on the list.

D. An eligibility list may be terminated by the Commission when no eligible is available for appointment to a specific permanent position in a class or where there are fewer than three eligibles remaining on the list.

E. An eligibility list is automatically terminated when, in the second year of its existence, a new list for the class is established.

5.10.3 Reemployment Lists (Ed Code 45308)

There shall be established for each class a reemployment list which shall take precedence over all other employment lists in appointment. This list shall contain the names of all regular classified employees who have been laid off or demoted or who have accepted a reduction in assigned hours because of lack of work or lack of funds. Employees who acquire leaves of absence for military reasons in any civilian war effort or war industry shall take precedence by having their names placed over other names on the reemployment list in any given class.

5.10.4 Consolidation of Eligibility Lists (Ed Code 45291)

A. If a new examination for a class is given during the first year of the life of an existing list, the examination shall be sufficiently similar to the previous examination to insure the comparability of the scores of eligibles. The new list shall then be merged with the existing list with the eligibles ranked in the order of examination score, plus additional points where applicable. Promotional lists shall be merged only with promotional lists, except that, where "dual certification" applies, open and promotional lists shall be merged for certification.

B. When lists are consolidated under this rule, the earlier list shall be terminated one year after its establishment, and those eligibles' names shall be removed from the consolidated list.

5.10.5 Eligibility After Appointment (Ed Code 45286)

An eligibility list shall be used for full-time, part-time, regular, and limited-term assignments in the class. An eligible who accepts limited-term employment shall continue to be eligible for regular appointment.

5.10.6 Removal of Names from Eligibility Lists

A. The name of an eligible may be removed from an eligibility list by action of the Commission or Personnel Director, subject to appeal to the Commission for any of the following reasons:

1. A written request by the eligible for removal.
2. Failure to respond within seven days to an inquiry regarding availability for employment.
3. Any of the causes listed in Rule 4.10.3.
4. Termination of employment when on a promotional list.
5. Failure to respond for an interview after certification.
6. Declining a position at an interview.

B. The name of an eligible may be removed from an eligibility list by the Personnel Director, subject to appeal to the Commission for reinstatement on the list under Rule 4.10.4 for any of the following reasons:

1. Three waivers of certification during the life of the eligibility list, except that waivers relating to part-time or limited-term appointments shall not be counted for the purpose of this sub-rule.
2. Refusing an employment offer after having been properly certified as eligible for appointment.

B. A limited-term position augments the number of regular positions in a given organization unit. A limited term assignment replaces a regular employee while on leave of absence.

The appointing authority may establish positions which are limited to six months or less; such positions shall be designated "limited-term". Such positions are subject to classification by the Personnel Commission, except that the Personnel Director may classify them subject to later ratification if the good of the service demands expeditious action.

C. Limited-term appointments shall be made in accordance with procedures for regular appointments, except as provided below.

If an eligible has been certified on an eligibility list or has been appointed to a substitute assignment or limited-term position, he shall continue to be eligible for substitute or limited-term appointments in the same or related lower classification after the eligibility list has expired. The same privilege of continued eligibility shall apply to a former employee who resigned in good standing and who accepted a limited-term appointment within 39 months after resignation.

6.30.2 Compensation for Employees in Limited-Term Assignments

A. Employees without regular status shall be compensated at the first step for the class.

B. When a regular employee is given a limited-term appointment in a second classification in lieu of all or part of his regular appointment, his rate of pay in the second class shall be the rate appropriate to that class.

C. Former regular employees who are reinstated as limited-term employees within 39 months after resignation or layoff shall be paid in accordance with Rule 6.20.3.D.1.

D. Regular employees (whose regular assignments are other than 12 months) who are given limited-term, substitute or provisional assignments during the summer shall be compensated as follows:

1. Regular employees appointed to an assignment within their regular classification will be compensated at their regular hourly rate.

2. If the assignment is in a higher classification, the employee shall be entitled to the salary placement as if promoted.

6.30.3 Rights and Benefits (Ed Code 45136)

A. Regular employees who are serving in limited-term appointments while retaining regular status in another classification shall continue to earn and be granted all rights and benefits of a regular employee.

B. All other limited-term employees shall be granted only those benefits provided by law, such as paid holidays and bereavement leave. No seniority or credit toward