

PERSONNEL COMMISSION
MEETING AGENDA – February 21, 2024
(Meeting Location: Board Room)

A. CALL TO ORDER - 4:30 P.M.

B. ADOPTION OF AGENDA

C. APPROVAL OF MINUTES

- January 24, 2024 Regular Meeting

D. PUBLIC COMMENTS

Public comments are welcomed by the Personnel Commission within reasonable meeting time considerations in order to conduct the District's business. During this time the Chair of the Commission may acknowledge visitors' requests to speak on a topic not on the regular Personnel Commission agenda. The Personnel Commission is prohibited from taking action on any item that is not part of the printed and published agenda. Those requesting to speak are encouraged to submit comments in writing.

E. INFORMATION ITEMS

1. VESPA Report
2. Director's Report
3. Recruitment & Selection: Hiring Update
4. Next Regular PC Meeting: March 20, 2024

F. ACTION AGENDA ITEMS

1. Reclassification of Position: Library Technician II to Senior Office Assistant
2. Review/Reading of Revisions to Personnel Commission Rules and Regulations, Chapter 140 – Vacations (Request to approve in accordance with PCRR Section 20.2.7, #6)

Pursuant to Government Code 54957.5, a copy of all documents related to any item on this agenda that have been submitted to the Commission may be obtained from the Commission Office, 255 West Stanley Avenue, Suite 100, Ventura, CA 93001.

Any individual with a disability, who requires reasonable accommodation to participate in a Personnel Commission meeting may request assistance by contacting the Personnel Commission Office/Classified Human Resources, 255 W. Stanley Avenue, Suite 100, Ventura, CA 93001 or 805.641.5000, ext. 1170 or FAX 805.653.7852.

3. Review/Reading of Revisions to Personnel Commission Rules and Regulations, Chapter 170 – Compensation and Pay Practices, Application of Salary Schedules (Request to approve in accordance with PCRR Section 20.2.7, #6)
 4. Review/Reading of Revisions to Personnel Commission Rules and Regulations, Chapter 220 – Professional Growth (Request to approve in accordance with PCRR Section 20.2.7, #6)
 5. Review/Reading of Revisions to Personnel Commission Rules and Regulations, Chapter 30 – Position Classification Plan, section 30.3 (Request to approve in accordance with PCRR Section 20.2.7, #6)
- G. CONSENT AGENDA ITEMS
1. Personnel Transactions Report
- H. COMMISSION COMMENTS — No official action will be taken.
- I. ADJOURNMENT

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For the future of every student

MINUTES
January 24, 2024

- CALL TO ORDER** A regular meeting of the Personnel Commission of the Ventura Unified School District was held in the Board Room at the Education Service Center on January 24, 2024. Ms. Stallings, Chair, called the meeting to order at 4:30 p.m.
- Present: Commissioners Stallings, Campbell and Walker. Classified Human Resources Staff Members Present: Andrea Crouch, Classified Human Resources Director; Reina Murillo, Human Resources Analyst, Confidential; and Belen Gonzalez, Human Resources Supervisor.
- ADOPTION OF AGENDA** On a motion by Mr. Walker, seconded by Ms. Campbell, Motion/Seconded/Carried Unanimously (MSCU) the agenda for the January 24, 2024 Personnel Commission special meeting was adopted by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- APPROVAL OF MINUTES** On a motion by Ms. Campbell, seconded by Mr. Walker, Motion/Seconded/Carried Unanimously (MSCU) the minutes of the December 20, 2023 Personnel Commission meeting were approved as presented by a vote of 3-0. (Ayes – 3/ Campbell, Walker, Stallings; Nay 0; Abstain 0)
- PUBLIC COMMENTS** None
- ITEM E1** VESPA REPORT
Mr. Robert Ybarra, VESPA Vice President reported:
- 1) VESPA shared regarding negotiations. There has been a lot of positive feedback regarding the tentative agreement. ESPs are very happy with the outcome and the feedback is very positive.
 - 2) VESPA is thankful to the district for including ESPs in the in-service day on January 29th. In addition, if it is their non-work day, they will be paid. VESPA feels things are heading in the right direction and there is a lot of positive feedback out there.
- ITEM E2** DIRECTOR'S REPORT
Ms. Crouch reported
- All staff returned from winter break on January 8, 2024.
 - The VESPA and District teams continue with their negotiations. The next session is scheduled for tomorrow, January 25th.
 - Classified HR continues with recruitment efforts, and the team has been at the Workforce Development Job Fair this afternoon. The district has also started planning for summer school 2024, and we anticipate that HR will start recruiting in early spring to fill summer school positions.
 - Commissioner Campbell and I presented the Personnel Commission's 2022-23 Annual Report to the Board of Education last night.
- Ms. Crouch continued with the following VUSD calendar highlights and upcoming events:
- District Inservice Day (non student day), Monday, January 29
 - The next regular Board of Education Meeting will be held February 13
 - President's Holidays, Friday, February 16 and Monday, February 19
- ITEM E3** RECRUITMENT & SELECTION: HIRING UPDATE
Ms. Crouch provided the Commissioners with an update regarding recruitment and selection. Classified HR continues to prioritize the positions to focus on as we continue recruitment efforts and final selection interviews for our current vacancies.
- ITEM E4** Next Regular PC Meeting: February 21, 2024

- ITEM F1 RECLASSIFICATION OF POSITION: ADMINISTRATIVE SPECIALIST TO SENIOR ADMINISTRATIVE SPECIALIST
After a brief discussion, on a motion by Ms. Campbell, seconded by Mr. Walker, MSCU to approve the Administrative Specialist (position #3578) be reclassified to Senior Administrative Specialist. Incumbent, Rosa Salcido, was reclassified with the position (#3578) based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective February 1, 2024. (Ayes – 3/ Campbell, Walker, Stallings ; Nay 0; Abstain 0)
- ITEM F2 APPROVAL OF REVISED CLASSIFICATION SPECIFICATION: MECHANIC I
After a brief discussion, on a motion by Mr. Walker, seconded by Ms. Stallings, MSCU to approve the revised classification specification for Job Placement Specialist as presented , by a vote of 3-0.(Ayes – 3/ Walker, Stallings, Campbell; Nay 0; Abstain 0)
- ITEM G1 PERSONNEL TRANSACTIONS REPORT
On a motion by Mr. Walker, seconded by Ms. Campbell, MSCU to approve the Personnel Transactions Report by a vote of 3-0. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)
- ITEM H COMMISSION COMMENTS
- ADJOURNMENT On a motion by Mr. Walker seconded by Ms. Campbell, MSCU to adjourn the meeting at 5:04 p.m. (Ayes – 3/ Walker, Campbell, Stallings; Nay 0; Abstain 0)



RECLASSIFICATION REQUEST REPORT

Employee Name: Kimberly Frazee

Current Classification: Library Technician II

Site/Department: Education Service Center

Assignment: 8.00 hours/day, 11-months

Background

A reclassification study was completed of the Library Technician II position assigned to the Education Service Center (ESC). Mr. Thomas Kranzler, Executive Director of Technology Services is currently assigned as Ms. Frazee's supervisor. Ms. Frazee has worked in this classification since August 2012, and has been in her current assignment in the Call Center since July 2020.

At the end of the 2019-2020 fiscal year, due to a lack of funds, Ms. Frazee's Library Technician II position had been eliminated along with three other Library Technician II positions. As we know, in March 2020, COVID-19 struck the world, and as a result VUSD pivoted to distance learning and the district became a 1:1 device to student district in a matter of days. As preparations were made for the continuation of distance learning into the 2020-2021 school year, there was a need for a centralized library team to help students and families troubleshoot and help with their devices as well as access on-line learning. The duties were very similar to the types of duties that this group of Library Technicians had been providing while they were at their assigned school sites, but the vision was to instead create a centralized location where a team could continue to help provide these types of services. As a result, these four Library Technician positions were reinstated and relocated to the ESC.

Methodology

An analysis was performed based on a review of duties and responsibilities, and interviews with the incumbent and her immediate supervisor.

The job audit consisted of the following steps:

- Conducted an in-person interview with the incumbent along with her immediate supervisor to review and discuss her responsibilities. Discussed in detail the tasks that had been added to her position over the past two and a half years which she felt justified a higher classification. Those duties included increased responsibility for: creating instruction manuals for various district systems and procedures; documenting and tracking various data for departments at the ESC (i.e.

the LCFF annual income forms “pink forms”); data maintenance and reporting responsibilities in “Q”; providing assistance with enrollment, attendance and summer school; as well as maintaining the reservations module in the Facilitron system (the district’s facilities management and work order system).

- Considered information gathered in prior clerical/secretarial classification studies and class specification management.
- Reviewed the job descriptions for Office Assistant, Senior Office Assistant, and School Services Assistant I and II. Reviewed the established career ladder for these clerical/secretarial support positions within the Clerical/Secretarial job category.

The career ladder for the clerical/secretarial support positions within the Clerical/Secretarial job category is summarized below as defined in the job descriptions:

- Office Assistant – provides general clerical support for a school or District office, department or program.
- Senior Office Assistant – performs diversified and complex clerical duties in support of an assigned school or District office, department or program involving independent judgment and requiring in-depth knowledge of an assigned function

As a reference, the career ladder for the school site clerical/secretarial support positions within the Clerical/Secretarial job category is summarized below as defined in the job descriptions:

- Elementary School Services Assistant - assists the principal and office manager with a variety of clerical duties to support the services provided on an elementary school campus; responds to inquiries from students, parents, staff and the public; prepares, distributes and processes documents; maintains records and files; assists in health rooms and other areas as assigned.
- School Services Assistant I - performs a variety of general clerical duties in support of an assigned secondary school and related programs; answer phones and greet and assist visitors and staff
- School Services Assistant II - performs diversified and complex clerical duties in support of an assigned secondary school following and interpreting well-established policies, procedures and mandated regulations, which involves and requires independent judgment and in-depth knowledge of an assigned function.

Findings

- It is evident that over the past two and a half years, incumbent has experienced a gradual accretion of duties while employed as a Library Technician II.
- Since being assigned to the ESC, the position has evolved and grown into more than providing services typically performed by a Library Technician II. The position duties have become more complex in nature, and require the incumbent to work independently and with an in-depth knowledge of the services provided. As a result, the type of responsibilities the incumbent currently performs are no longer at the Library Technician II level.
- The majority of the duties the incumbent performs fall within the essential duties of a Senior Office Assistant. She is responsible for:
 - Assuring smooth and efficient office operations, which requires her to work independently and exercise independent judgment. She is required to have an in-depth knowledge of the many services provided.
 - As she completes the variety of duties assigned to her on a daily/monthly basis, she coordinates the flow of communications and information for the services provided. She receives and screens telephone calls and provides detailed information about the services,

- timelines, activities, processes, policies and procedures of the departments she has been providing assistance to (i.e. Student Support Services, ELOP).
- She communicates with parents, school personnel and outside agencies to exchange information and resolve issues or concerns.
 - She prepares, prints, distributes, verifies and processes various documents, forms and paperwork.
 - Other duties performed at the Senior Office Assistant level include: composing correspondence independently; verifying the accuracy and completeness of documents and records; and inputting and maintaining data in assigned systems.

Recommendation

It is recommended that the Library Technician II position assigned to the Education Service Center (position #190) be reclassified to Senior Office Assistant. It is recommended that the incumbent, Kimberly Frazee, be reclassified with the position based on a gradual accretion of duties as defined in PCRR sections 30.3.5 and 30.3.6, effective March 1, 2024.

Study completed by:



Andrea Crouch, Director of Classified Human Resources

Dated: February 12, 2024

Attachments: Library Technician II classification specification
 Senior Office Assistant classification specification



For the future of every student

CLASS TITLE: LIBRARY TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical library duties in the acquisition, circulation, maintenance, processing and distribution of textbooks, library books and instructional materials at an assigned secondary school site; provide technical information and assistance to students and teachers concerning the research, selection, location and use of library materials, systems and equipment.

DISTINGUISHING CHARACTERISTICS:

The Library Technician II classification is assigned to a secondary school library. Incumbents are responsible for researching, ordering and circulating textbook collections, and maintain a larger and more diverse collection of library materials. The Library Technician I classification is assigned to an elementary school library. Incumbents perform a variety of library duties involved in the acquisition, circulation, maintenance, processing and distribution of books and instructional materials.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical library duties in the acquisition, circulation, maintenance, processing and distribution of textbooks, library books and instructional materials at an assigned secondary school site; process new library books and instructional materials; maintain the library collection in a neat and orderly condition.

Provide technical assistance to students, faculty, staff and others in the selection, location and use of library materials and equipment; respond to inquiries and provide information and assistance concerning related practices, techniques, policies and procedures.

Circulate textbooks, library books and instructional materials; check materials in and out to students, staff and parents using an assigned computerized system; sort and shelve new and returned books and materials; mend and repair damaged books; purge obsolete materials as needed.

Assist students with researching instructional materials for classroom and research project use; advise students in proper methods, practices and procedures for utilizing library and reference materials and systems; refer students to materials according to academic goals and personal interest.

Monitor inventory levels and assist in the selection of books, textbooks, instructional materials, periodicals and other library supplies as assigned; research and order books and other instructional materials as directed; prepare and process purchase requisitions.

Process and receive textbooks, library books, periodicals and other materials; review and verify incoming shipments for accuracy; catalog and prepare materials for introduction into the library materials collection; stamp and prepare and affix barcode and identification labels to materials.

Assist students with utilizing computer systems and related peripheral equipment and software applications for locating books and materials, and research projects; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations.

Input, scan and update student, barcode, circulation and various other data and information in an assigned computer system; utilize computers to extract and verify data and information; establish and maintain automated records and files; initiate queries and generate computerized reports.

Prepare textbooks and novels for distribution to classes; collect textbooks and novels from classes in accordance with established time lines; procure textbook samples for potential adoption as directed; research product and pricing information for textbooks and related instructional materials.

Calculate and collect fees for lost, damaged or overdue library books and textbooks as needed; generate and distribute lost, damaged or overdue book notices and related bills to students and parents; sell workbooks to students as assigned; prepare deposits of collected monies as required.

Compile information and prepare and maintain a variety of records, lists, reports and files related to library books, instructional materials, circulation, students, barcodes, textbooks, overdue materials, audiovisual equipment and assigned activities; develop computerized spreadsheets as required.

Research library books, textbooks, periodicals and other materials in response to inventory needs and student, staff, teacher, parent and other requests for library materials; participate in regular and periodic inventories; follow up on orders as needed.

Monitor and maintain acceptable student behavior in the library; assure student compliance with established library rules and policies as directed; refer behavior issues to appropriate authority.

Communicate with District students, personnel, parents, and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office and library equipment including a copier, laminator, fax machine, typewriter, paper cutter, computer, scanner and assigned software.

Promote the use of the library to faculty and students; coordinate and schedule class use of the library; process information for new students as needed; reserve equipment and facilities for faculty and staff as requested.

Type, duplicate and distribute various library-related materials; prepare, type and affix book cards to materials as needed.

Check audiovisual equipment and media in and out to faculty and staff as assigned; perform minor maintenance on equipment such as changing bulbs.

Organize and prepare library displays, decorations and bulletin boards; maintain a clean library environment.

Train and provide work direction and guidance to volunteers and student assistants as required.

Participate in a variety of other assigned activities such as receiving, sorting and distributing newspapers.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of school libraries.
Library practices, procedures, reference materials, resources and terminology.
Library cataloging and classification including the Dewey Decimal system.
Filing, indexing and inventory procedures.
Record-keeping and report preparation techniques.
Reading levels, appropriate reference materials and systems and basic curriculum standards related to secondary school students.
Basic practices and procedures involved in researching and procuring textbooks and materials.
Correct English usage, grammar, spelling, punctuation and vocabulary.
High school library policies and objectives.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Modern office practices, procedures and equipment.
Mathematic calculations

ABILITY TO:

Perform a variety of technical library duties in the acquisition, circulation, maintenance, processing and distribution of textbooks, library books and instructional materials at an assigned secondary school site.
Provide technical information and assistance to students and teachers concerning the research, selection, location and use of library materials and equipment.
Monitor and maintain acceptable student behavior in the library.
Process and shelve library materials.
Inventory, order, receive and assist in the selection of books and instructional materials.
Check library materials in and out to students and staff.
Catalog and prepare books and other materials for introduction into the library materials collection.
Research, order and prepare textbook collections and novels for distribution.
Calculate and collect fees for lost or overdue books as needed.
Operate a computer and assigned software.
Respond to requests for textbooks, library books and instructional materials.
Maintain files and records and prepare reports.
Type or input data at an acceptable rate of speed.
Work independently with little direction
Complete work with many interruptions.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Possession of a High School Diploma or a GED

AND

Complete at least 48 semester units of study at an institution of higher education (college level)

OR

Obtained an associate's (or higher) degree

OR

Met (pass) an assessment that demonstrates knowledge of and the ability to assist in teaching reading, writing, and mathematics OR reading, writing, and mathematics readiness.

AND

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high

school and three years library experience including work with computer operations, library circulation and inventory functions.

WORKING CONDITIONS:

ENVIRONMENT:

School library environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials and monitor student behavior.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.

Bending at the waist, kneeling or crouching to shelve and retrieve books.

Reaching overhead, above the shoulders and horizontally.

Approved by Personnel Commission: 06/18/2008
Revised: 09/16/2009



For the future of every student

CLASS TITLE: SENIOR OFFICE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform diversified and complex clerical duties in support of an assigned school or District office, department or program involving independent judgment and requiring in-depth knowledge of an assigned function.

DISTINGUISHING CHARACTERISTICS:

The Senior Office Assistant performs complex work in a specialized clerical area. Incumbents work independently with accountability for a designated function of an assigned site, program or service. The Office Assistant classification provides general clerical support for a school or District office, department or program.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform diversified and complex clerical duties in support of an assigned school or District office, department or program involving independent judgment and requiring in-depth knowledge of an assigned function; assist in assuring smooth and efficient office operations.

Serve as receptionist, answering telephone calls and directing calls to appropriate personnel; take, retrieve and relay messages as appropriate; schedule and arrange appointments, meetings and other activities as directed; refer callers and visitors to other offices, programs and services as appropriate.

Prepare, print, duplicate, distribute, collect, verify and file various documents; process various forms, applications and paperwork; compile, assemble and distribute packets and folders; review and verify accuracy and completeness of various forms and documents; make corrections as needed.

Compose routine correspondence independently or from oral instructions; type letters, reports, memos, forms, flyers, notices, agenda items, contracts, presentations or other materials from straight copy, rough draft or oral instructions; proofread and verify accuracy and completeness of documents.

Input data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports and documents as required; review input and output data for accuracy.

Receive, greet and direct visitors; respond to inquiries and provide a variety of detailed information to personnel, students or the public concerning assigned functions, services and related goals, objectives, time lines, activities, processes, policies and procedures.

Compile, assemble and verify a variety of data and information; prepare and maintain a variety of records, logs and reports related to students, programs, services, correspondence and assigned activities; maintain student records and cumulative files; establish and maintain filing systems.

Perform a variety of clerical accounting duties as assigned; calculate, prepare and revise accounting data; maintain and balance funds and accounts; process, verify and update accounts and records with income and expenditures; prepare invoices and calculate, collect and account for monies as required.

Communicate with students, parents, personnel and outside agencies to exchange information and resolve issues or concerns; request, verify and provide documents and information as needed.

Operate a variety of office equipment including a copier, fax machine, computer and assigned software.

Monitor inventory levels of office and other designated supplies; order, receive and maintain inventory of office supplies; prepare and process purchase orders and requisitions as assigned.

Receive, sort and distribute mail as required; prepare outgoing mail for distribution; prepare and distribute informational packets and bulk mailings as directed.

Arrange, prepare and set up facilities for meetings, workshops or other events as required.

Open and close assigned facilities as assigned; lock and unlock doors; turn equipment on and off.

Maintain and update various calendars and schedules as required.

Provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Telephone techniques and etiquette.

Terminology, processes and operations of assigned office.

Record-keeping and report preparation techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Data control procedures and data entry operations.

Business letter and report writing, editing and proofreading.

Operation of a computer and assigned software.

Methods of collecting and organizing data and information.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Mathematic calculations.

ABILITY TO:

Perform diversified and complex clerical duties in support of an assigned school or District office, department or program involving independent judgment and requiring in-depth knowledge of an assigned function.

Answer telephones and greet the public courteously.

Assist in assuring smooth and efficient office operations.

Type or input data at an acceptable rate of speed.

Compose correspondence and written materials independently or from oral instructions.

Operate a variety of office equipment including a computer and assigned software.

Understand and follow oral and written directions.

Establish and maintain cooperative and effective working relationships with others.

Communicate effectively both orally and in writing.
Meet schedules and timelines.
Complete work with many interruptions.
Add, subtract, multiply and divide quickly and accurately.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and two years general clerical experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 21, 2024

Subject: Revisions to Personnel Commission Rules and Regulations
First Reading and Request to approve in accordance with PCRR Section 20.2.7, #6

- Chapter 140 – Vacations
 - Chapter 170 – Compensation and Pay Practices, Application of Salary Schedules, sections 170.2.1 and 170.2.6
 - Chapter 220 – Professional Growth
-

The Ventura Education Support Professionals Association recently ratified changes to the classified bargaining unit agreement, and the Board of Education accepted and approved the changes on February 13, 2024. As a result, it is recommended that the changes that also apply to Personnel Commission Rules & Regulations be incorporated into the PCRR's, and the PCRR's be revised accordingly. This consistency helps reduce confusion between the two sets of rules, and ensures all classified employees (bargaining unit members, confidential and management) are guided by the same rules.

Because these changes have already been approved by VESPA and the Board of Education, it is recommended that upon review by the Personnel Commission that they proceed in approving the proposed changes in accordance with PCRR Section 20.2.7, #6 which allows for approval upon a first reading.

NOTES:

- Chapter 140 – Vacations
 - Revisions to 140.1.1 now reflect changes that had previously been made to the VESPA contract regarding earned vacation, but had not been updated in the PCRRs.
 - Section 140.1.7 deleted – no longer reflects current district practices.
 - Renumbered section 140.1.11 is being expanded to include the paragraph moved from 140.1.7, as well as new language that allows employees to request a cash out of vacation time which was ratified by VESPA and approved by the Board.

Attachments: proposed revisions to PCRR's - Chapters 140, 170 and 220

CHAPTER 140

VACATIONS

140.1 VACATIONS

140.1.1 RATIO FOR EARNING VACATION: REGULAR AND CONFIDENTIAL EMPLOYEES: Regular classified **and confidential** employees, or a regular/**confidential** employee temporarily assigned to a provisional or limited term assignment, shall earn vacation on a fiscal year basis at the rate of:

<u>Years of Employment</u>	<u>Full Time</u>
1st year through 4th year First 4 years	1 day per month up to a total of 12 days/year
5th year through 9th year Upon completion of 4 years to 9 years, inclusive	1.25 days per month up to a total of 15 days/year
10th year through 14th year Upon completion of 9 years to 14 years, inclusive	1.42 days per month up to a total of 17 days/year
15th year and up Upon completion of 14 years to 19 years, inclusive	1.67 days per month up to a total of 20 days/year
Upon completion of 19 years	1.75 days per month up to a total of 21 days/year

Employees who work less than full time **and/or employed less than twelve (12) months shall** accrue vacation according to the same schedule, but prorated on the actual hours worked.

140.1.2 **RATIO FOR EARNING VACATION:** **MANAGEMENT EMPLOYEES:** Regular classified supervisory/management employees as designated by the Personnel Commission shall earn vacation on a fiscal year basis at the rate of twenty-two (22) days per year.

140.1.3 **VACATION RATE OF PAY:** All vacation shall be paid at the employee's regular rate of pay in his/her regular classification at the time the vacation is used, including any longevity, differential, or stipend payments.

140.1.4 **VACATION CREDIT FOR PARTIAL MONTH:** Full vacation leave for a given month is credited if an employee is in paid status for ten (10) or more of the working days in the month.

140.1.5 **VACATION EARNED DURING PAID STATUS:** Vacation is earned at all times that an employee is in a paid status including working time, paid holidays, all paid leaves of absence, and when serving in a limited-term or provisional capacity.

140.1.6 **PROBATIONARY EMPLOYEES VACATION RIGHTS:**

140.1.6.1 Probationary non-management employees shall not have a right to use earned vacation until the completion of the 130-day probationary period and/or achievement of permanent status with the District, whichever occurs first.

140.1.6.2 A probationary management employee shall not be eligible to take vacation until completion of 130 days of paid service, or achievement of permanent status with the District. Unless a probationary management employee has permanent status with the District, the employee may only use vacation time that has been earned.

140.1.6.3 Earned vacation shall not become a vested right until completion of the initial six (6) months of employment.

~~**140.1.7** **VACATION SCHEDULING FOR LESS THAN TWELVE MONTH EMPLOYEES:** Regular employees who work less than twelve (12) months may take their earned vacation during the Winter and/or Spring recesses. In the event an employee is entitled to more days vacation than are available during the Winter and Spring recesses, pay will be granted for the necessary additional days to which the individual is entitled. Should an employee be entitled to less days than are available at Winter and/or Spring recesses, the difference due the District will be made by personal deduction on the individual's paycheck.~~

~~Employees whose salary is equalized shall have accrued vacation credit paid in a lump sum at the close of the fiscal year and this will constitute~~

their final paycheck for the fiscal year. (this paragraph is being moved to 140.1.11.1 below, and clarified to reflect current district practice.)

140.1.87 VACATION SCHEDULING FOR TWELVE MONTH EMPLOYEES: An employee assigned twelve (12) months per year shall take vacation at a time convenient to both the employee and supervisor.

140.1.8.1 In determining the vacation schedule for individual departments, the supervisor shall give employees the choice of times available on the basis of seniority.

140.1.98 CREDITING OF VACATION TO EMPLOYEE'S ACCOUNT: At the beginning of each fiscal year (July 1) each permanent management employee shall be granted, in advance, the number of vacation days expected to be earned that fiscal year as stipulated in Section 140.1.2 of these rules.

Permanent non-management employees shall have vacation time credited on a monthly basis on the last day of the month in which the time was earned as stipulated in Section 140.1.1.

140.1.409 UNEARNED VACATION UPON TERMINATION: When a classified employee terminates and has been granted vacation which was not yet earned at the time of termination of the employee's services, the District shall deduct from the employee's severance check the full amount of salary which was paid for such unearned days of vacation taken.

140.1.4410 EARNED VACATION UPON TERMINATION: When a classified employee terminates, 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 achieved permanent status with the District shall not be entitled to such compensation.

140.1.4211 VACATION CARRY-OVER AND PAY OUT:

140.1.11.1 Employees who are assigned to work less than 12-months per year shall be paid a lump sum payment at the close of the fiscal year for any accrued vacation credit as of June 30.

140.1.11.2 A twelve (12) month employee may carry over accumulated vacation which results in current credit equal to the employee's current year's vacation entitlement plus seven (7) days. Accumulations over this amount will not be allowed and any excess vacation will be paid for in cash. Upon approval of the Director of Classified Human Resources, with ratification by the Personnel Commission, carry over of vacation time may exceed this amount if there are compelling reasons for doing so.

140.1.11.3 An employee may request a cash out of accrued vacation leave. A maximum of 160 hours of accrued vacation, in whole-hour increments, may be cashed out per fiscal year. An employee must have sufficient vacation accrued at the time of the request to cover the requested cash out.

140.1.13~~12~~ **VACATION POSTPONEMENT:** Vacation may, with the approval of the District, be taken any time during the school year. If the employee is not permitted to take his/her annual vacation, the amount not taken shall accumulate for use in the next year or be paid for in cash.

140.1.14~~13~~ **VACATION HOLIDAYS:** If a District-approved holiday falls within a scheduled vacation, the employee shall not be charged a vacation day for the holiday.

140.1.15~~14~~ **INTERRUPTION OF VACATION:** Permanent classified employees may interrupt or terminate vacation leave to begin another type of paid leave without a return to active service, provided the employee supplies adequate notice and relevant supporting information regarding the basis for such interruption or termination to the Director of Classified Human Resources.

REFERENCE:

Education Code Sections 45190, 45197, 45260, and 45261

Revised: 08/09/2017
01/11/2023
02/21/2024

CHAPTER 170

COMPENSATION AND PAY PRACTICES

170.2 APPLICATION OF SALARY SCHEDULES

170.2.1 **INITIAL SALARY PLACEMENT:** The Personnel Commission, in partnership with the District, has an interest in establishing criteria to place new hires at a step on the salary range of the classification for which they were hired, that recognizes the education and experience they bring to their role in supporting students and the services of the District. Upon approval of the Director of Classified Human Resources, a new employee **hired on or after July 1, 2022** may be provided with advanced step placement up to Step 5 based on the following criteria:

170.2.1.1 Additional qualifying experience beyond that required for entry into the classification (limited to no more than one step for each two years of experience related to the classification.)

170.2.1.2 Additional education at the college level beyond the educational requirements established for entry into the classification (limited to no more than one step for each two years of education related to the position.)

170.2.1.3 If there are extenuating circumstances that exist surrounding the ability to fill a position, the Director of Classified Human Resources may make a recommendation to the Personnel Commission to provide a new employee with advanced step placement based on the extenuating circumstances. Upon approval by the Personnel Commission, the new employee may be provided with advanced step placement as deemed appropriate.

(Rev. 170.2.1.3: 06/21/23)

170.2.6 **PROMOTIONAL SALARY RATE:** **The Personnel Commission, in partnership with the District, has an interest in establishing criteria to place employees who accept a promotional assignment at a step on the salary range of the classification for which they were hired, that recognizes the education and experience they bring to their role in supporting students and the services of the District. For promotional assignments effective on or after February 14, 2024, upon approval of the Director of Classified Human Resources an employee may be provided with advanced step placement up to Step 5 based on the following criteria:**

170.2.6.1 Additional qualifying experience beyond that required for entry into the class (limited to no more than one step for each two years of experience related to the classification)

170.2.6.2 Additional education at the college level beyond the educational requirements established for entry into the class (limited to no more than one step for each two years of education related to the position)

170.2.6.3 Employees will be placed in accordance with the criteria above or at the salary step on the new range which provides a minimum increase of 5.7% of the member's current salary, whichever is greater. In no instance shall the placement be higher than step 5 of the range for the new classification.

~~Whenever possible, an employee who is promoted shall be placed at the salary step on the new range which provides a minimum increase of 5.7% of the employee's present monthly salary. In no instance shall that placement be higher than Step 5 of the range for the new classification.~~

170.2.6.1 When computing salary for promotional step placement, employees who had been receiving a position specific add-on (i.e. shift differential, confidential stipend, bilingual stipend, education incentive) pursuant to these rules and will no longer be receiving the identified add-on(s) due to the promotion shall have their "present monthly salary" for purposes of calculating the new promotional salary step placement include any position add-on(s) they had been receiving in the lower class.

170.2.6.2 For purposes of this article "present monthly salary" shall be the monthly base rate on the salary schedule (i.e., Steps 1 through 5 of the range), including the add-ons as outlined in 170.2.6.1 and exclusive of longevity increments. Longevity increments are a percentage and shall be applied to the new base salary.

(Rev. 170.2.6: 06/21/23)

Revised: 08/26/2020
02/19/2003
01/11/2023
06/21/2023
02/21/2024

CHAPTER 220

PROFESSIONAL GROWTH & EDUCATION INCENTIVES

220.1 DEFINITION

The Personnel Commission, in partnership with the District, has an interest in attracting and retaining classified employees with professional growth and education incentive opportunities. It is a shared belief that professional development is more than just meeting baseline criteria to be a competitive workplace; it's about cultivating an environment that values growth and encourages classified employees to do their best. **The intent of this incentive based professional growth program is to encourage employees to voluntarily gain increased knowledge and skills which enhance their ability to perform the work of the school district and to provide an opportunity for advancement to new positions.** The following structures have been implemented to attract, retain, and recognize the vast spectrum of education, training, and experience classified employees have acquired which contribute to the educational success of the students of the Ventura Unified School District.

220.2 PROCEDURES

220.2.1 REVIEW COMMITTEE : The Professional Growth Committee, hereinafter referred to as the Committee, shall meet at least quarterly **or as needed** ~~to review applications for professional growth points.~~

220.2.2 SELECTION/COMPOSITION OF COMMITTEE : The Committee shall consist of:

Three (3) representatives appointed by the Association plus three (3) representatives appointed by the District including the Classified Human Resources Director or Supervisor being a permanent member of the committee.

220.2.3 TENURE OF COMMITTEE

220.2.3.1 Terms of committee members shall begin ~~in July~~ **on September 1** and end ~~in June~~ **on August 31**. A Chair and a Secretary shall be appointed by the Committee.

220.2.3.2 Should a vacancy occur on the Committee, VESPA shall fill the vacancy by appointment for those positions which VESPA originally appointed.

220.2.4 DUTIES OF COMMITTEE

220.2.4.1 Review policies and procedures.

220.2.4.2 **Determine eligibility of professional growth opportunities.**

220.2.4.23 Committee will meet ~~monthly~~ to evaluate activities for professional growth points or educational coursework, **and to review professional growth applications.**

220.2.4.34 Provide the Payroll Department with a listing of those employees who have earned Professional Growth points for the fiscal year.

220.3 STANDARDS AND GUIDELINES FOR PARTICIPATION IN THE PROFESSIONAL GROWTH POINT PROGRAM

220.3.1 PROCESS/CRITERIA :

220.3.1.1 Employees may submit a request for verification of eligibility **of professional growth opportunities** to the Professional Growth Committee ~~or their supervisor~~ prior to completing training and/or college courses. ~~If the supervisor denies eligibility, then the employee can appeal to the Professional Growth committee.~~ **The Committee will make the final determination of eligibility of professional growth opportunities. Decisions made by the Committee will be by consensus.**

220.3.1.2 Professional growth can be for current position or position of aspirational growth/goals within the district.

220.3.1.3 Trainings and/or department specific meetings mandated by the District are not eligible for professional growth points (i.e Cal-OSHA, mandated reporter, bloodborne pathogens, etc.).

220.3.1.4 All ~~trainings~~ **professional growth opportunities** that are completed prior to hire date are not eligible for professional growth points.

220.3.1.5 Professional growth must have been completed in the fiscal year corresponding to the June 30th due date.

220.3.1.6 Employee is responsible for submitting all documents and transcripts. These documents must be submitted to the Committee no later than June 30th and verified as acceptable and approved by the Committee no later than July ~~15th~~ **31st** of each year in order to receive a professional growth payment in ~~August for that fiscal year.~~ **Participants who have submitted a professional growth application while in active, paid status, but**

have separated from the district prior to June 30th shall receive a professional growth payment in August.

220.3.1.7 VUSD and VESPA will monitor overall costs of the **professional growth points** program not to exceed \$300,000 annually (fiscal year). Together they will evaluate the district's fiscal ability to increase or pause the program for the remainder of the fiscal year. If it is determined that the program must be paused, the education incentive percentage increases will not be impacted.

220.3.2 Points may be earned through participation in any of the following:

220.3.2.1 College courses, adult school course, trade and business school courses.

220.3.2.2 Committee approved workshops, webinars, training, orientation, and in-service.

220.3.2.3 Facilitation of Institute lecture programs and conducting institute conferences, classes or trainings.

220.3.2.4 Attendance at educational conferences.

220.3.2.5 Leadership activities in county, state and national educational organizations and in professional organizations.

220.3.2.6 Correspondence, on-line and video courses. Professional certifications, micro credentials, and licenses.

220.3.3 All professional growth candidates taking courses must obtain a passing grade of "C" or better; a certificate of satisfactory completion of a course, or a grade of "Pass" in a course which does not provide a letter grade, in order to receive credit points for the coursework.

220.3.4 All regularly employed, classified employees (permanent and probationary) who are in active, paid status with the Ventura Unified School District shall be eligible to participate in the Professional Growth Program. **Participants must be in active, paid status with the district at time of submission of professional growth application.** Points will not be given to an employee who is on leave from the district to become a full-time or part-time student.

220.3.5 If points have previously been awarded, courses may not be repeated unless special permission is granted by the Committee. Such repeat courses must contain different subject matter.

220.3.6 Records concerning the Professional Growth Program shall be maintained by the Classified Human Resources Office and provided to Managers and/or Directors upon request.

220.4 **CALCULATION AND COMPENSATION FOR PROFESSIONAL GROWTH POINTS (effective July 1, 2023)**

220.4.1 **COMPENSATION FOR EARNED POINTS IN CURRENT FISCAL YEAR :**

One point will equal \$50.00

Description	Time/Units/ Credits	Points value	Max per fiscal year
Workshops, webinars, training	1 hour	.25	10 15 points
Professional certifications, licenses, and micro-credentials	1 hour	.50	20 points
Facilitator/Presenter	1 hour	.75	30 points
College courses	1 credit/unit	3	24 36 points

Credential	One time payment
DSC/CTE Teaching Credential	2.5%
Teaching Credential	2.5%

220.5 **EDUCATION INCENTIVES (effective July 1, 2023)**

All active classified employees are eligible for the education incentive, regardless of when degree was earned, for related degrees above and beyond the stated minimum qualifications in the employee’s current classification. Courses must be taken at an accredited college or university and proof of degree must be submitted to HR. Percentages are based on base salary and paid on a monthly basis:

Degree	Percentage increase on base salary, paid monthly
AA/AS	2.50%
BA/BS	2.75% 4%
MA/MS	3.00% 5%
Ed.D/Ph.D/JD	3.25% 6%

220.6 LEGACY CLAUSE

Classified employees under the previous Professional Growth program that have earned complete increments shall remain in the program unless they opt into the current program no later than June 30, 2025.

If a classified employee chooses to remain in the previous Professional Growth program, they will continue to earn points as outlined in the previous Professional Growth program.

If a classified employee chooses to opt into the current program on or before June 30, 2025, then the classified employee shall no longer be paid for increments or points earned under the previous program. Classified employees will then be eligible for Compensation for Earned Points and Education Incentives as outlined in the new program.


Classified employees who participated under the previous Professional Growth program who had earned points but had not yet earned Increment shall have their earned points transferred to the current program.

Refer to Appendix A for the Professional Growth Legacy Program.

Revised: 04/23/2014
01/11/2023
02/21/2024



To: Personnel Commission

From: Andrea Crouch, Director Classified Human Resources 

Date: February 21, 2024

Subject: Revisions to Personnel Commission Rules and Regulations
First Reading and Request to approve in accordance with PCRR Section 20.2.7, #6

- Chapter 30 – Position Classification Plan, Section 30.3

In accordance with California Education Code 45285, section 30.3.6 needs to be updated to reflect the two year requirement for reclassification purposes. All other sections of this chapter had previously been updated to reflect these provisions when Ed Code changed several years ago, however this section was inadvertently overlooked and thus should be updated accordingly.

Attachments: proposed revisions to PCRR's - Chapters 30

CHAPTER 30

POSITION CLASSIFICATION PLAN

30.3 RECLASSIFICATION

30.3.6 **DEFINITION OF GRADUAL ACCRETION:** For purposes of these guidelines, **two (2)** ~~three (3)~~ or more years of regular service shall be interpreted to mean assignment for at least **two (2)** complete years within the assignment basis of the class or position. Determination as to gradual accretion will be based on an analysis of data to be supplied by the division or school, as well as the Personnel Commission staff, regarding the following guideline factors:

30.3.6.1 The nature and scope of each identified change in duties and responsibilities.

30.3.6.2 The exact or approximate date the incumbent began the performance of the newly acquired duties and responsibilities.

30.3.6.3 The conditions which led to the association of the added duties and responsibilities with the subject position(s).

30.3.6.4 Evidence of the employee's performance of the added duties and responsibilities.

REFERENCE: 1. Education Code Sections 45256, 45260, 45268, 45285, and 45285.1



Personnel Transaction Report

Consent Agenda Items

To Personnel Commission for Approval

Meeting Date:02/21/2024

New Hires

Last Name	First Name	Job Class Description	Date
Del Toro	Rita	Associate	02/01/24
Harris	Haley	Behavior Support Assistant	01/23/24
Rodriguez	Nicole	Behavior Support Assistant	02/05/24
Seehusen	David	Behavior Support Assistant	02/05/24
Spencer	Brooke	Behavior Support Assistant	01/08/24
Villano	Julie	Career & Tech Educ Supp Spec	01/08/24
Olson	Michelle	Child Nutr Assist I	01/25/24
Hernandez Baltazar	Ulises	Child Nutr Assist III	01/16/24
Naranjo	Claudia	Family Liaison	12/18/23
Caputo	Katrina	Food & Nutr Svcs Oper Manager	01/31/24
Medina	Jorge	Grounds Maintenance Worker I	02/05/24
Oseguera	Ernesto	Grounds Maintenance Worker I	02/05/24
Hill	Kelly	PE Equipment Assistant	12/22/23
Hackett	David	Purchasing Specialist	01/16/24
Arcangelo	Patricia	School Services Assistant II	12/19/23
Silva	Tamara	School Services Assistant II	01/22/24
Garibay	Angel	Warehouse Wkr/Delvry Drvr	02/01/24
Rodriguez	Raquel	Warehouse Wkr/Delvry Drvr	02/12/24

Permanent to Probationary

Last Name	First Name	Job Class Description	Date
Ford	Veronica	Braille Transcriber	02/07/2024 (Promotion)
Ortiz	Sarah	Child Nutr Mgr-Secondary	02/1/2024 (Promotion)
Matthews	Lauri	Fiscal Technician I	01/16/2024 (Promotion)
Carillo	Christina	Fiscal Technician II	02/20/2024 (Promotion)
Hernandez	Nina	FNS Ops Asst	01/15/2024 (Promotion)
Prado	Anai	Paraeducator III	01/8/2024 (Promotion)
Thai	Dinh	School Services Assistant II	01/22/2024 (Promotion)

Probationary to Permanent

Last Name	First Name	Job Class Description	Date
King	Sonia	Accountant	02/03/24
Jimenez	Rocio	Bus Driver	01/10/24
Urick	Lourdes	Child Development Teacher	01/20/24
Guzman	Rene	Electrician	01/19/24
Kranzler	Thomas	Exec Director, Technology	02/09/24
Yant	Jesse	Lead Technology Specialist	01/11/24
Flores Maya	Adan	Paraeducator II	01/26/24
Izquierdo	Angelina	Paraeducator II	01/31/24
Johnson	Laura	Paraeducator II	02/01/24
Parlow	Dita	Paraeducator II	01/27/24
Ponce	Michelle	Paraeducator II	01/25/24
Hanrahan	Sonia	Paraeducator III	01/17/24
Asahan	Nick	Technology Specialist	01/23/24
Garcia	Grant	Technology Specialist	01/18/24

Limited Term, Provisional & Exempt

Last Name	First Name	Job Class Description	Date
Cosio	Rene	Campus Supervisor	02/01/24
Egzi	Kody	Campus Supervisor	01/01/24
Denny	Kayla	Campus Support Asst	01/01/24
Duran	Joseph	Campus Support Asst	01/01/24
Lopez	Gabrielle	Campus Support Asst	01/01/24
Reta Perez	Norma	Campus Support Asst	01/01/24
Ziegler	Valeri	Campus Support Asst	01/01/24
DeGrandis	Victoria	Child Nutr Asst I	01/01/24
Garcia Gutierrez	Audelia	Child Nutr Asst I	01/01/24
Casarez	Nora	Child Nutr Asst II	01/01/24
Slamkowski	Mary	Child Nutr Mgr Elem	01/01/24
Ornelas	Ana	Custodian	01/01/24
Esquivel	Kimberly	ESL Interpreter	01/01/24
DeLosSantos	Rebeca	Paraed-Aftr Sch Prog	01/01/24
Maganda Ochoa	Daniel	Paraed-Aftr Sch Prog	02/01/24
Martinez	Matthew	Paraed-Aftr Sch Prog	01/22/24
Torres	Richard	Paraed-Aftr Sch Prog	01/01/24
Watson-Williams	Anjalete	Paraed-Aftr Sch Prog	01/01/24
Asif	Sadia	Paraeducator I	01/01/24
Castro Hurtado	Sonia	Paraeducator I	01/01/24
Villasenor	Jennifer	Paraeducator I	02/01/24
Asif	Sadia	Paraeducator II	01/01/24
Quintana	Jesenia	Paraeducator II	01/01/24
Asif	Sadia	Paraeducator III	01/01/24

Acker	Rebekah	SAA I	01/01/24
Payne	Martha	Senior Office Asst	01/01/24
Riege	Genessa	Senior Office Asst	02/01/24
Denny	Kayla	SSA II	01/01/24
Herrera	Salvador	SSA II	01/01/24
Naranjo	Claudia	SSA II	01/01/24
Vasquez V	Raul	Transportation Asst	01/01/24
Villegas	Jocelyn	Transportation Asst	01/01/24

Appointment to Additional Probationary Position

Last Name	First Name	Job Class Description	Date
Granados	Leticia	Elem School Srvs Asst	12/11/2023
Zarate	Anthony	Health Technician	12/18/2023

Appointment to Additional Permanent Position

Last Name	First Name	Job Class Description	Date

Separation from Service

Last Name	First Name	Job Class Description	Date
Magana	Maria Sonia	Director of Fiscal Services	01/25/24
Cardona	Mario	Child Nutr Assist I	01/31/24
Carranco	Ruben	Athletic Equip Attnd-Custodian	01/20/24
Hitchcock	Lynnae	Child Development Teacher	12/22/23
Flores	Esmeralda	Child Nutr Assist I	01/07/24
Bae	Jessica	BCBA	01/07/24
Whelan	Heidi	Paraeducator I	01/31/24
Hernandez	Andrea	Paraeducator II	01/19/24

Leave of Absence

Last Name	First Name	Job Class Description	Date
Benitez	Sandybelle	Paraeducator II	01/08/24- 03/29/24 Paid Parental/Bonding Leave
Coyle	Carol	Bus Driver	02/24/24 - 02/29/24 Unpaid Leave
Efford	Lauren	Paraeducator II	01/29/24 - 05/24/24 Partial Unpaid Leave
Flores	Karen	ESSA	01/10/24 - 06/13/24 Partial Unpaid Leave
Soto	Carol	Paraeducator II	01/24/24 - 05/08/24 Partial Unpaid Leave
JaramilloCamacho	Barbara	Health Technician	01/23/24 - 05/16/24 Partial Unpaid Leave
Matehuala	Rebeca	Paraed-Aftr Sch Prog	02/05/24 - 05/15/24 Partial Unpaid Leave
Ortmann	Kristina	Paraeducator III	01/22/24 - 06/13/24 Unpaid Leave (Sub for Certificated)
Romia	Nahla	Paraeducator II	02/05/24 - 06/13/24 Unpaid Leave (Sub for Certificated)
Valles	Alyssa	Paraeducator II	01/22/24 - 03/15/24 Unpaid Leave

Change of Status

Last Name	First Name	Job Class Description	Date
McLaughlin	Irina	Paraed-Aftr Schl	01/25/2024: Change in Hours --1.75 hrs/day to 2.25 hrs/day; same classification; same location
Matehuala	Rebeca	Paraed-Aftr Schl	01/22/2024: location change--from Montalvo to E.P. Foster; same classification; same time base
Hellen	Michael	Bus Driver	12/01/2023: Route change only--same time base

Working Out of Class

Last Name	First Name	Job Class Description	Date
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Vacancy Coverage

Cox	Kathryn	After School Paraeducator Liaison-E48	12/1;4-8;11-12;14-15;18-22/2023
Hamilton Redding	Mary	After School Paraeducator Liaison-E48	01/8-12;16-19;25-26;30-31/2024
Moreno	Carlos	Athletic Equip Attnd-Custodian-S47	01/22-26;30-31/2024
Diaz	Nicte-ha	Child Nutr Assist II-D62	01/8-12;16-19;22-26;30-31/2024
Slamkowski	Mary	Child Nutr Assist II-D62	01/11-12;16-19;22-24;26;30-31/2024
Marquez	Raquel	Child Nutr Mgr-Elementary-D38	11/1-3;6-9;13-17;20-21;27-30/2023
Marquez	Raquel	Child Nutr Mgr-Elementary-D38	01/8-12;16-19;22-26;30-31/2024
Ortiz	Sarah	Child Nutr Mgr-Secondary-D36	01/8-12;16-19;22-26;30-31/2024 *Position Filled (2/1/24)
Burnell	Joseph	Director of Fiscal Services-A04	01/26;29-31/2024
Salazar	Maria	Elem School Services Asst-B59	December: 12/1;4-8;11-15;18-21/2023 January: 01/8-12;16-19;22-26;30-31/2024
Upton	Judy	Food & Nutr Svcs-Oprs Asst-D19	01/8-12/2024 *Position Filled (1/16/24)
Danebrock	Sharilyn	Information Systems Project Coordinator- C24	12/21-22;28-29/2023
Vallier	Monique	Paraeducator III-E69	01/8-9;16-19;22-26;30-31/2024
Foley	Angela	School Adm. Assistant III-B35	01/2-12;16-19;22-26;29-31/2024

Covering for EE who is WOC

Lopez	Alexia	Child Nutr Assist II-D62	01/8-12;16-19;22-26;30-31/2024
Tackett	Rachelle	Child Nutr Mgr-Elementary-D38	November*: 11/1-3;7-9;13-17;20-21;27-30/2023 January: 01/8-12;16-19;22-26;30-31/2024

Covering for EE who is on LOA

Lopez	Maria J.	School Adm. Assistant III-B35	12/1;4-8;11-15;18-22/2023
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Limited Term Assignment/Extra Help

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Other Reasons

Last Name	First Name	Job Class Description	Date
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Moreno	Carlos	Athletic Equip Attnd-Custodian-S47	1/17-19/2024
Casarez	Nora	Child Nutr Assist II-D62	1/17/2024
Rose	Robin	Child Nutr Assist III-D61	11/9;13-17/2023
Adams	Claire	Child Nutr Mgr-Elementary-D38	1/10/2024
Chappell	Brandy	Child Nutr Mgr-Elementary-D38	1/11/2024
Leventhal	Crystal	Child Nutr Mgr-Elementary-D38	1/19/2024
Longines	Carmen	Child Nutr Mgr-Elementary-D38	1/12;26/2024
Lopez	Maria	Child Nutr Mgr-Elementary-D38	November*: 11/15-16/2023 December: 12/5-7;18-19/2023
Rivera	Ruth	Child Nutr Mgr-Elementary-D38	1/22/2024
Gonzalez	Gina	Child Nutr Mgr-Secondary-D36	1/9-12;16;30/2024
Kaiser	Karen	Child Nutr Mgr-Secondary-D36	1/11/2024
Limneos	James	Grounds Maintenance Worker II-F64	01/8-9/2024
Sweatt	Charles	Head Custodian II-F37	1/25/2024
Valencia	Santos	Lead Grounds Maint Worker-F43	October*: 10/25-26/2023 January: 1/3-5;8/2024
*WOC form was delayed in Supervisor approval queue			